



BUILDING OFFICIAL

City of Claremont

Claremont, CA

\$109,572.00 - \$132,372.00

Great benefits!

Salary placement dependent on qualifications.

The City of Claremont offers an attractive and competitive benefit package, including: medical allowance, with any remaining money deposited into employee's ICMA deferred compensation account or taken as taxable income * 96 hours - 160 hours vacation based on years of service * 104 holiday hours/floating holiday hours * 140 hours of Administrative Leave * 96 sick hours per year (may bring up to 200 hours of sick leave from current employer) * \$75,000 life insurance on employee and \$10,000 on dependents * Monday through Thursday work week (9.5 hours per day for 38 hours a week) * Annual technology reimbursement up to \$1,500 per year * \$350 per month car allowance * Employee Assistance Program (EAP).

Under general direction of the Community Development Director, the Building Official will plan, organize, direct, and review the operations and activities of the Building Division. They will assume responsibility for planning and implementing all City actions related to setting and ensuring compliance with building standards including plan check inspection and correction of hazards, and as the Building Official, will approve plans and specifications. Other duties will include managing and preparing the division budget; supervising, evaluating and training staff; preparing analytical reports; and providing building code information to contractors, engineers, and the public. The Building Official may make inspections of residential and commercial structures under construction; discuss conformance problems with contractors and foremen; and resolve disputes between City and contractors. Some exciting new projects the new Building Official will be working on are the Claremont McKenna College Science Center, Claremont Colleges Inc. Student Center, Claremont Graduate University developments, various other Claremont Colleges projects, Village South Specific Plan, and new infill affordable and market rate housing developments.

The Building Division is part of the Community Development Department, which also includes the Planning Division and Engineering Division. These three divisions regulate construction and occupancy of buildings in accordance with local, County, State, and Federal laws. The Building Division has 6 full-time employees which includes 3 employees within the Community Improvement Division.

The ideal candidate will be someone who listens, is approachable and accessible, and committed to creating a teamwork environment. They will be able to communicate effectively and persuasively in both written reports and when making public presentations. The next Building Official shall be proficient in the use of a personal computer, laptop, and iPad, and related software programs, and possess knowledge in the preparation of agenda reports, PowerPoint presentations, and correspondence with staff, community members, and outside agencies. Highly desirable is experience with HDL for building permits.

The next City of Claremont Building Official will possess a minimum of five years progressively responsible experience in the building trades e.g. building inspector, building contractor, architect, structural engineer, and/or enforcement of building codes. They will also have a high school diploma, possess a valid California class C driver's license, and possess an ICC certificate as a Building Official. A bachelor's degree from an accredited college is highly desirable, two years supervisory level, municipal experience, and an ICC Certificate as a Plans Examiner. The City is seeking a Building Official who has the knowledge of principles, practices, and methods associated with developing building standards, plan check, and inspection. They will be a strong leader and creative problem solver with strong interpersonal and managerial skills.

APPLY IMMEDIATELY - via governmentjobs.com or via the City's website <https://www.ci.claremont.ca.us> For questions regarding this recruitment contact the Personnel Division at 909-399-5447. The City of Claremont is an Equal Opportunity Employer.