



— CAREER OPPORTUNITY —

# BUILDING OFFICIAL

## CITY OF CALISTOGA



**Salary: \$91,007–\$110,622 DOE/DOQ** 3% Increase on January 1, 2017

**The City of Calistoga is recruiting for a Building Official with substantial experience** working on residential projects, plan reviews, fire prevention planning, permit processing, commercial structures and code compliance. We are looking for someone with exceptional interpersonal skills who enjoys working with multiple partners including other city departments, community clients, design professionals and contractors.

## the department

The Building Division is committed to customer service and quality. Our department reviews building permit applications for compliance with state and local building codes (structural, electrical, mechanical, plumbing and energy efficiency) and provides inspection services for all building-related construction. To read more about the Division and our adopted building codes, [CLICK HERE](#).



## the opportunity

**As the Building Official no day is ever the same.** As a senior level staff member overseeing the Building Division of the Planning and Building Department, you will enjoy working on a wide variety of construction projects. We have several exciting building projects underway or anticipate coming soon:

- Four Seasons project (85-room hotel, restaurant, spa, producing winery, 20 SFDs)
- Boys and Girls Clubhouse (including pre-fab gym)
- Calistoga Senior Apartments (3 stories, 30 units); construction in 2017
- Calistoga Hills (110-room hotel, 20 fractional units, restaurant, spa, 13 SFDs): construction of main road in 2017, construction of hotel in 2018–20
- Five seismic retrofits (commercial)
- Roman Spa expansion (expand spa from 1,862 to 24,734 sq. ft., add fitness center, guest lounge, 4 suites)



# the ideal candidate

This position reports to the Director of Planning and Building, and occasionally receives direction from the Fire Chief, and oversees technical and office support staff. **As part of your daily job you will:**

- Plan check all types of projects and plans for various complex levels of residential buildings, to commercial and industrial buildings
- Inspect the quality of work material and construction methods for foundation, excavation, framing, concrete, steel erection, lathing, plastering, tile work, electrical, plumbing, etc.
- Issue construction and occupancy permits and final inspection certifications
- Coordinate processing of complex projects that require special interagency approval
- Manage disputes over interpretation and application of particular building codes
- Recommend updates to codes and ordinances and oversee the adoption of the state building code updates coming in Fall, 2016.
- Keep informed of current trends in building, fire safety, code enforcement, court rulings and new legislation to provide recommendations to policies and procedures
- Explore updates to the Division's building permit fees.
- Monitor the work of consultants
- Oversee and support the Division's public counter
- Oversee the development and achievement of division goals, and improve standards and performance
- Develop and maintain policies and procedures
- Participate in the development of the annual budget, budget forecasting and staffing and resource needs
- Prepare and coordinate reports on construction activity and issues
- Make presentations to the City Council, the Building Standards Advisory and Appeals Board, and stakeholders
- Conduct various code enforcement duties, including field inspections, and issue notices of violation



## **Our Ideal Candidate can effectively perform the above duties, and possesses**

- A strong understanding of building, plumbing, electrical, fire safety, municipal and mechanical codes and their functions as they relate to construction projects
- Effective written and verbal communications skills to convey information to various clients and audiences (property owners, builders, design professionals, engineers, etc.)
- Public sector building and inspection experience
- Electronic permit tracking application/system experience

# employment standards

- 1) Four years of experience in the design, engineering, inspection, or permit coordination within the building and construction field.
- 2) High school diploma or general education degree. College level course work or a bachelor's degree is desirable.
- 3) Possession of a valid California class C driver's license with satisfactory driving record and automobile insurance.
- 4) Possession of ICC or ICBO combination building inspector or building official certification, or commercial and/or residential certificates for the following:
  - a. ICC Building Inspector, and
  - b. ICC Electrical Inspector, and
  - c. ICC or IAPMO Mechanical Inspector, and
  - d. ICC or IAPMO Plumbing Inspector, and
  - e. ICC Building Official certification within a year of hire
  - f. Desirable: Certified Access Specialist (CASp)





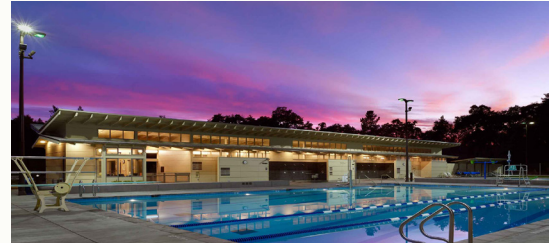
## the city & community

The City of Calistoga is a forward-thinking, strategic organization committed to accountability, customer focus, and efficiency. Nestled among the oak-studded mountains at the northern end of the Napa Valley, Calistoga has the charm of a small town and the sophistication of a European spa.

Famous for its natural hot springs, resorts, and healing mud baths, Calistoga has drawn residents and visitors to the Napa Valley for over a hundred years. Surrounded by vineyards and world-famous wineries, Calistoga is the perfect place to work and enjoy life.

## selection process

Applications and resumes will be reviewed and scored based on competences and standards determined for this position to establish candidates who best meet the organization's needs. You may be subject to other selection methods (interview, background check, etc.) for applicants who advance through the recruitment process.



## salary & benefits

**SALARY:** \$91,007 – \$110,622 DOE/DOQ; 3% Increase on January 1, 2017

**BENEFITS:** The City of Calistoga has a competitive benefits package including annually: 80 hours vacation leave, 96 hours sick leave, PERS retirement, 11 paid holidays, 2 floating holidays, medical/dental plans (employee pays 10% of premium) and more. For more benefits details [CLICK HERE](#).



## — how to apply —

*This recruitment is open until filled, with an apply by date of **July 15, 2016** for first consideration.*

To apply for this awesome employment opportunity:

Send your resume and cover letter to: [hr@ci.calistoga.ca.us](mailto:hr@ci.calistoga.ca.us)  
**Questions?** Please contact the Human Resources Department  
at **707.942.2803** or [hr@ci.calistoga.ca.us](mailto:hr@ci.calistoga.ca.us).