



CITY OF CULVER CITY
invites applications for the position of:

Deputy Building Official

An Equal Opportunity Employer

SALARY: \$9,844.29 - \$12,015.97 Monthly
\$118,131.52 - \$144,191.58 Annually

OPENING DATE: August 5, 2022

CLOSING DATE: September 2, 2022 05:00 PM

THE CITY:

Culver City is a Charter City incorporated in 1917, and is a destination filled with outdoor cafes, unique shops and galleries opening onto pedestrian-friendly boulevards. Culver City has a dedicated staff of approximately 700+ employees with an overall operating budget of over \$238 million. The City provides a full range of municipal services including Fire, Police, Community Development, Public Works, Parks, Recreation, and Community Services, and Transportation.

THE POSITION:

The positions assigned to this classification plan, organize and manage the plan review and building inspection services of the Building Division. Assists the City's Building Official in the administration and enforcement of related building codes, ordinances laws, and regulations, as well as oversee the operations of the Permit Center which coordinates development services activities among Building Safety, Fire Prevention, Engineering and Current Planning Divisions. The following tasks are essential for this position. Incumbents in this classification may not perform all of these tasks or may perform similar related tasks not listed here.

- Oversees the work of staff and participates in plan review and building inspections services to ensure compliance with local, state, and City codes, laws, and regulations.
- Oversees the work of staff engaged in the inspection of public and private buildings for compliance with the International Building Code, City's Zoning, and related codes and ordinances. Reviews, researches, analyzes, and resolves complex issues relating to the interpretation and application of building construction codes and regulations.
- Reviews building plans for structural integrity and compliance with construction codes, zoning regulations, local ordinances, and state laws.
- Reviews and suggests revisions of the Municipal Codes to the Building Official to maintain building regulations that are up-to-date and conform to all federal, state, and local requirements.
- Effectively plans, schedules, and controls the utilization of time by Building and Safety Inspectors to reduce the amount of time spent in the office and maximize the time conducting field inspections. Assures the timely and productive scheduling of inspections.
- Inspects residential, commercial, and industrial buildings and structures to determine compliance with the structural, energy, accessibility, mechanical, plumbing, and electrical codes and approved plans and calculations.
- Identifies and enforces a variety of codes, ordinances, and standards for conformance with approved construction plans and specifications.
- Plans and directs Permit Center activities, ensuring proper coordination with development services division managers for the appropriate level of Permit Technician staffing among each division.
- Assists the City Building Official with duties and responsibilities of the Division. Serves on behalf of the City Building Official in his/her absence, as assigned.
- Performs other related duties as assigned.

Training and Experience:

Any combination equivalent to training and experience that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be: A Bachelor's degree from an accredited college or university and five years of increasingly responsible management experience in construction management, structural engineering, architecture, planning or a closely related field. Two years of experience must have included supervisory responsibilities. Public sector experience is desirable.

Licenses and Certificates:

Possession of a valid California Class C driver's license.

Possession of a Building Inspection Certificate issued by International Code Council (ICC).

International Code Council (ICC) certification as a Plan Examiner.

International Code Council (ICC) certification as a Certified Building Official (CBO).

EXAMINATION PROCEDURES:

Applicants must receive a passing score on all the following examination components in order to be placed on the eligible list.

COMPONENTS

Written Examination (weighed at 40%): To evaluate technical knowledge and writing ability. (Tentatively scheduled for _____).

Appraisal Interview (weighed at 60%): To evaluate education, experience, training, and personal qualifications. (Tentatively scheduled for _____).

ADDITIONAL INFORMATION:

The provisions of this job posting does not constitute a contract, express or implied, and any provisions in this posting may be modified or revoked without notice.

Continuation in the examination process and subsequent placement on the eligible list of a person convicted of a crime depends upon the nature of the conviction and the conduct of the applicant subsequent to the offense. Convictions will be evaluated on a job-related basis and will not automatically disqualify someone from further consideration.

Equal Opportunity Employer

The City of Culver City is an equal opportunity employer and does not discriminate against employees or applicants on the basis of race, sex, age, disability, veteran status, national origin, religion, political affiliation, or sexual orientation/identification.

Conditions of Employment:

Background/ Reference Check: Upon a conditional job offer, a live scan finger printing must be completed with acceptable results. Your fingerprints will be sent to the California Department of Justice (DOJ) and the Federal Bureau of Investigations (FBI). Having a conviction history does not automatically preclude you from a job with the City. If you are selected as a finalist, you will be contacted to schedule a fingerprinting appointment. Upon hire, employee is subject to further reporting from DOJ via subsequent arrest notification.

Pre-placement medical evaluation including drug screen (select positions)

Proof of COVID-19 Vaccination (all positions)

E-Verify: Proof of U.S. citizenship, alien residency or authorization to work in the U.S. will be required at time of appointment.

Applications may be filed online at:

<http://www.culvercity.org.jobs>

9770 Culver Blvd. Culver City, CA 90232

Main Line 310-253-5640
