

# EMPLOYMENT OPPORTUNITY

The City of Lemoore is seeking qualified applicants for the position of:

## BUILDING OFFICIAL/ SUPERINTENDENT

\$2,620 - \$3,343/BI-WEEKLY

**Deadline:** Monday, April 23, 2018, 4:00 pm.

**Job Summary:** To direct, manage, supervise and coordinate the activities and operations of the building division within the Community Development Department; to coordinate assigned activities with other division, departments and outside agencies; and to provide highly responsible and complex administrative support to assigned Director.

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

**Experience:** Six years of increasingly responsible building inspection experience including two years of administrative and supervisory responsibility.

**Training:** Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering, business administration or a related field.

**Certificate:** Possession of an appropriate, valid I.C.C. inspection certificate is required.

**Selection Process:** Applications received by the filing date will be reviewed for accuracy, completeness and job related qualifications. Persons whose applications clearly demonstrate they meet the requirements may be invited to participate in the selection process—which may be any combination of written, oral and/or performance exams.

Application materials are available at  
**www.lemoore.com** or **Human Resources Department,**  
**City of Lemoore,** 711 W. Cinnamon Drive  
Lemoore, CA 93245;  
(559) 924-6700.

*Equal Opportunity Employer*



**BUILDING OFFICIAL/SUPERINTENDENT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

To direct, manage, supervise and coordinate the activities and operations of the building division within the Community Development Department; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to assigned Director.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Community Development Director.

Exercises direct supervision over supervisory and technical staff.

**ESSENTIAL FUNCTION STATEMENTS**--*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

1. Assume management responsibility for various services and activities of the building division within the Community Development Department including residential and commercial building inspections.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee and participate in building inspection activities; review construction plans and specifications for compliance with applicable building codes and regulations; recommend solutions to code compliance violations; issue encroachment and building permits.
6. Coordinate plans for plan review; determine if plans will be reviewed in-house or by outside consultant.
7. Review and comment on site plan drawings and CIP and public works projects; perform subdivision and development plan checks, draft development, subdivision and construction agreements as appropriate.
8. Determine building permit fees and City impact fees for new homes, tenant improvements, and commercial projects.
9. Inspect public works facilities and infrastructures; visit work sites to monitor progress and quality of work performed, provide direction, and assists in resolving problems encountered in the field.

## **CITY OF LEMOORE**

### **Building Official/Superintendent** *(Continued)*

10. Schedule various inspections to meet City, County, State, and Federal codes including annual fire inspections.
11. Participate in construction management, inspection, quality control and contract administration of municipal improvement projects; ensure projects are completed on time and within budget.
12. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
14. Serve as the liaison for the assigned division with other departments, divisions and outside agencies; negotiate and resolve sensitive and controversial issues.
15. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
16. Provide responsible staff assistance to the Community Development Director.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations within the assigned field of responsibility.
18. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
19. Perform related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of assigned building inspection programs.  
Advanced methods and techniques used in conducting building inspections.  
Building related codes and ordinances enforced by the City including the uniform building, electrical, plumbing, mechanical, fire and zoning codes.  
Principles and practices of public works administration.  
Principles and practices of program development and administration.  
Principles and practices of municipal budget preparation and administration.  
Principles of supervision, training and performance evaluation.  
Office procedures, methods, and equipment including computers and applicable software applications.  
Principles and practices of contract administration.  
Pertinent Federal, State and local laws, codes and regulations related to area of assignment.

### **Ability to:**

Oversee and participate in the management of a building inspection program.  
Oversee, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Participate in the development and administration of division goals, objectives and procedures.  
Oversee and participate in building inspection and construction plan review activities.  
Prepare and administer large program budgets.  
Prepare clear and concise administrative and financial reports.  
Read and interpret complex building plans, specifications and building codes.

## **CITY OF LEMOORE**

### **Building Official/Superintendent** *(Continued)*

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Operate office equipment including computers and supporting software applications.

Interpret and apply Federal, State and local policies, laws and regulations.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Six years of increasing responsible building inspection experience including two years of administrative and supervisory responsibility.

#### **Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in engineering, business administration or a related field.

### **License or Certificate**

Possession of, or ability to obtain an appropriate, valid driver's license.

Possession of an appropriate, valid I.C.C. inspection certificate.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes and gases.

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for heavy or moderate or light lifting; walking for prolonged periods of time; operating motorized equipment and vehicles.



Thank you for expressing interest in joining the City of Lemoore. Instructions for completing the City of Lemoore Employment Application appear below for your convenience.

1. Use the tab key to navigate through the form.
2. Use the space bar or the mouse to check the appropriate boxes.
3. If the information you are entering does not fit, please abbreviate or use a separate sheet of paper.
4. Sign the application in ink or electronically.
5. Mail your employment application to:  
**City of Lemoore**  
**Human Resources Department**  
**711 W. Cinnamon Drive**  
**Lemoore, CA 93245**

Email:

[humanresources@lemoore.com](mailto:humanresources@lemoore.com)

Fax:

(559) 924-9003

- Applications must be received by the Human Resources Department as indicated in the recruitment notice. Recruitment notices are available on our website at [www.lemoore.com](http://www.lemoore.com)
- Supplemental information, if required, must be completed and returned with your Employment Application.
- A résumé may be provided with your completed City of Lemoore Employment Application (but is not accepted in lieu of an Application).
- The Voluntary Applicant Self Identification Report located on the last page is **optional** and is part of our Equal Employment Opportunity/Diversity Program. Completion of this section is **voluntary** and is **NOT** part of the selection process. It will be detached from your application and will be used for statistical purposes only.
- To claim Veteran's Preference, complete the Veteran's Preference Application on the last page and submit a certified DD-214 copy prior the final filing date.



**City of Lemoore**  
 HUMAN RESOURCES DEPARTMENT  
 711 W. Cinnamon Drive  
 Lemoore, CA 93245  
 Phone (559) 924-6700  
 www.lemoore.com

# EMPLOYMENT APPLICATION FOR THE POSITION OF:

**APPLICANT INSTRUCTIONS:** A separate application is required for each position for which you are applying. Applications should be typed or printed. Incomplete or illegible applications may not be considered.

## PERSONAL DATA

Name (Last)	(First)	(Middle)	Area Code	Home Telephone
Home Address (Number and Street)			Area Code	Work Telephone
Apt #			Area Code	Cell/Mobile Phone
(City, State & Zip)			Email Address	
Do you have a valid Driver's License? YES NO			Are you at least 18 years of age? YES NO	
State: Number: Class: Expiration Date:			If no, can you submit a valid work permit? YES NO	
Can you perform the essential functions of the job for which you are applying, with or without reasonable accommodations? YES NO				

## EDUCATION AND TRAINING (Attach additional sheets if necessary)

Name and Location of Last Grade or High School Attended	Indicate Highest Grade Completed (1-12)			Did you graduate?		Do you have a GED Certificate?	
				YES	NO	YES	NO
Name and location of Colleges, Universities, Business or Trade Schools Attended	Number of Units Completed	Sem	Qtr	Major Subjects		Title of Degree or Certificate	Dates Received or Expected
Please describe additional course work or training (including military) which would qualify you for this position.							
Please list certificates or licenses of professional or vocational competence you possess which relate to this position.							
Please describe any pertinent skills you have such as typing, shorthand, computer (hardware and software), machine or equipment operation, or foreign language skills.							
U.S. Armed Forces							
Branch of Service:		Years of Active Duty:			Date of Separation from Active Duty:		

A. Have you ever been employed by the City of Lemoore? YES NO From \_\_\_\_\_ To \_\_\_\_\_ Department \_\_\_\_\_

B. Are you related to anyone currently employed by the City of Lemoore? YES NO Name \_\_\_\_\_ Department \_\_\_\_\_

## REFERENCES Provide names and addresses of three professional references, who have knowledge of your character, work experience, and ability.

Name	Address	Business/Occupation	Phone Number
1.			
2.			
3.			

**EXPERIENCE:** List all jobs you have held in the last ten years beginning with the most recent job including pertinent military service and volunteer work. List each promotion as a separate job. If additional space is needed, attach additional sheets. A resume is not a substitute for completing the application.

MAY WE CONTACT YOUR PRESENT EMPLOYER? (Check One)      Not Applicable      YES      NO

From: _____	To: _____	Name of Employer: _____	Position Title: _____
Mo.    Yr.	Mo.    Yr.	Duties Performed: _____	
Address of Employer: _____			
Name of Supervisor: _____			
Phone Number: _____			
Reason for Leaving: _____			Hours per Week: _____

From: _____	To: _____	Name of Employer: _____	Position Title: _____
Mo.    Yr.	Mo.    Yr.	Duties Performed: _____	
Address of Employer: _____			
Name of Supervisor: _____			
Phone Number: _____			
Reason for Leaving: _____			Hours per Week: _____

From: _____	To: _____	Name of Employer: _____	Position Title: _____
Mo.    Yr.	Mo.    Yr.	Duties Performed: _____	
Address of Employer: _____			
Name of Supervisor: _____			
Phone Number: _____			
Reason for Leaving: _____			Hours per Week: _____

From: _____	To: _____	Name of Employer: _____	Position Title: _____
Mo.    Yr.	Mo.    Yr.	Duties Performed: _____	
Address of Employer: _____			
Name of Supervisor: _____			
Phone Number: _____			
Reason for Leaving: _____			Hours per Week: _____

From: _____	To: _____	Name of Employer: _____	Position Title: _____
Mo.    Yr.	Mo.    Yr.	Duties Performed: _____	
Address of Employer: _____			
Name of Supervisor: _____			
Phone Number: _____			
Reason for Leaving: _____			Hours per Week: _____

**CERTIFICATE OF APPLICANT – READ CAREFULLY**

I certify that all statements contained herein or submitted to the City of Lemoore as part of this application are true, and I agree and understand that any misrepresentation or omission of facts contained in any material submitted as part of the employment process is cause for dismissal. I authorize a full background investigation to verify statements I have made and herein to be conducted by the City, and authorize all former employers listed above to release employment information to the City. I further agree to submit to a medical examination as part of the appointment process.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## CITY OF LEMOORE APPLICANT DATA FORM

In order for the City of Lemoore to evaluate applicant flow patterns as part of our Equal Employment Opportunity/Diversity Program, we would appreciate your *voluntary* cooperation in providing the following information. **THIS INFORMATION IS NOT PART OF THE SELECTION PROCESS.** It will be detached from your application and will be used for statistical purposes only.

Name: \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Ethnic Background (Please check one):

**WHITE** (not of Hispanic origin): All persons having origins in any of the peoples of Europe, North Africa or the Middle East.

**BLACK** (not of Hispanic origin): All persons having origins in any of the Black racial groups of Africa.

**HISPANIC:** All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture of origin, regardless of race.

**ASIAN or PACIFIC ISLANDER:** All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.

**AMERICAN INDIAN or ALASKAN NATIVE:** All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**GENDER** (Please check one):      Male                  Female

Please check all that apply:      Under 18                  18-39                  40 and over                  Individual with a Disability

**How did you learn about this job opening?**

Fresno Bee	Job Announcement at City Hall	From a friend or relative
Visalia Times Delta	Jobs Available	From a City employee
JTO	The Hanford Sentinel	
EDD	Other City Hall (specify below)	Other (specify below)
University/College/School Board	Other Web Site (specify below)	

Specify information here: \_\_\_\_\_





City of Lemoore

119 Fox Street  
Lemoore • CA 93245  
Phone • (559) 924-6700  
FAX • (559) 924-9003

### VETERAN'S PREFERENCE APPLICATION

1. For the purposes of this section, a “veteran” is one who has served on active-duty in the United States Armed Forces for period of at least 91 continuous days and who has received an honorable discharge from active duty. The definition of the term "veteran" as used in this rule shall not include reserve or other inactive service.
2. Military veterans shall be given “preference in initial appointment to City service”, in accordance with this rule. To receive veteran’s preference, the veteran must meet the minimum qualifications established for entrance to the examination, and must attain a passing score in each phase of the examination. Veteran’s preference is allowed only on initial entrance into City service. The exercise of said veteran’s preference shall be exhausted upon appointment to a regular position from an eligibility list. The application of veteran’s preference on any other recruitment shall be canceled.
3. Applicants who receive a final passing score on an open recruitment and who are veterans, shall be eligible to receive an additional five points which will be added to their final examination score for ranking purposes only. The passing score of veteran shall be annotated to indicate that the veteran’s score shall be increased by five points solely for the purpose of determining the rank in the eligibility listing.
4. To claim veteran’s preference, an applicant must apply in the space provided on the application form and submit a certified copy of their most recent form, (DD-214), or equivalent document acceptable to Human Resources, as evidence of military service on or before the final filing date for the recruitment. Veteran’s preference must be established separately for each recruitment. Failure to request veteran’s preference on the application or to submit the required credentials (DD-214) prior to the final filing date for the recruitment will be deemed a waiver of veteran’s preference.
5. Veterans who are in the process of separation from military service may file a written statement showing the anticipated date of discharge and certifying the discharge is for honorable reasons. Such statements must be filed no later than the final filing date for the recruitment. The veteran in the process of being discharged shall be entitled to veteran’s preference pursuant to this rule only if a certified copy of form DD-214 or other satisfactory proof of discharge is filed with the human resources division prior to the date of certification for appointment. If such proof is not filed before the certification date, the veteran’s position on the eligible list for certification purposes shall be determined on the basis of their scores on the examination without the additional preference points. Veteran’s documents submitted after the certification date will not be accepted.

I, \_\_\_\_\_, request Veteran’s Preference during the selection process  
for the position of \_\_\_\_\_.

\_\_\_\_\_  
Applicant’s Signature

\_\_\_\_\_  
(date)