



CITY OF  
**SAN JOSE**  
CAPITAL OF SILICON VALLEY

# Building Division Manager

Planning, Building, and Code Enforcement Department



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## The City

Known as the “Capital of Silicon Valley,” the City of San José plays a vital economic and cultural role anchoring the world’s leading region of innovation. Encompassing 180 square miles at the southern tip of the San Francisco Bay, San José is Northern California’s largest city, third largest in the State, and the 12th largest city in the nation. With more than one million residents, San José is one of the most diverse large cities in the United States. San Jose’s transformation into a global innovation center has resulted in one of the largest concentrations of technology companies and expertise in the world, including major tech headquarters like Cisco, Adobe, Samsung, and eBay as well as start-ups and advanced manufacturing.

San Jose’s quality of life is unsurpassed. Surrounded by the Diablo and Santa Cruz mountain ranges and enjoying an average of 300 days of sunshine a year, residents have easy access to the beaches along the California coast including Santa Cruz, Monterey, and Carmel-by-the-Sea; Yosemite and Lake Tahoe in the Sierra Nevada, local and Napa Valley wine country, and the rich cultural and recreational life of the entire Bay region.

San José has received accolades for its vibrant neighborhoods, healthy lifestyle, and diverse attractions from national media including Business Week and Money magazines. The downtown area is home to high-rise residential projects, theaters, museums, and diverse entertainment attractions such as live music, live theater, cafes, restaurants, and nightclubs. Inquiring minds are served by The Tech Interactive, the San José Museum of Art, and many local galleries and venues. The City is served by 15 of the 32 public school districts in the County, and over 300 private and parochial schools provide residents with a range of educational choices. Universities in and near the City include San José State University, Santa Clara University, Stanford University, and three University of California campuses.

In 2011, the City adopted Envision San José 2040, a long-term growth plan that sets forth a vision and a comprehensive road map to guide the City’s anticipated growth through the year 2040. The Plan proactively directs significant anticipated growth in new homes and workplaces into transit-accessible, infill growth areas and supports evolution toward a more urban landscape and lifestyle. The San José area is powered by one of the most highly educated and productive populations in the United States. More than 40% of the workforce has a bachelor’s degree or higher, compared with 25% nationally. Forty percent of San José residents are foreign born, and 50% speak a language other than English at home. San José is proud of its rich cultural diversity and global connections, and the essential role the City plays in connecting residents and businesses to the nation and the world.





## City Government

The City of San José is a full-service Charter City and operates under a Council-Manager form of government. The City Council consists of ten (10) council members elected by district and a mayor elected at large. The City Manager, who reports to the Council, and the executive team provide strategic leadership that supports the policy-making role of the Mayor and the City Council, and motivates and challenges the organization to deliver high quality services that meet the community's needs. Department heads, including the Director of Finance, are appointed by the City Manager with confirmation by the City Council. The City actively engages with members of the community through Council-appointed boards and commissions.

In addition to providing a full range of municipal services including police and fire, San José operates an airport, a municipal water system, a regional wastewater treatment facility, over 200 neighborhood and regional parks, and a library system with 25 branches. The City also oversees convention, cultural, and hospitality facilities that include the San José McEnery Convention Center, Center for the Performing Arts, California Theater, Mexican Heritage Plaza, and the SAP Center San José – home of the National Hockey League San José Sharks.

City operations are supported by 7,033 full-time equivalent positions and a total operating and capital budget of \$5.2 billion (for the 2023-24 fiscal year). San José is dedicated to maintaining the highest fiscal integrity and earning high credit ratings to ensure the consistent delivery of quality services to the community.

**Extensive information regarding San José  
can be found on the City's website at [www.sanjoseca.gov](http://www.sanjoseca.gov).**

# The Department

The Department of Planning, Building and Code Enforcement (PBCE) serves to ensure the orderly and safe development of private properties, compliance with all applicable building, zoning, and quality of life ordinances and regulations, and to promote healthy and safe community standards. This is accomplished by departmental staff in service to customers by:

- » Assisting and guiding land use and development to promote long-term goals and objectives that render safe, beneficial, and more sustainable communities
- » Providing orderly administration and compliance of the municipal code and state building codes to ensure the construction of buildings, homes, and structures meet intended life safety and structural requirements
- » Investigating and resolving citizen complaints of municipal and building code violations on private property in order to promote, maintain, and improve quality of life issues that better allow for safe and harmonious conditions in all neighborhoods.

The department is committed to excellent customer service, community engagement, and providing its employees with a positive, inspiring environment in which to work. We strive to demonstrate the City values of Integrity, Innovation, Excellence, Collaboration, Respect, and Celebration, and seek employees who do the same.

## **The Building Division is a part of the Development Services team, and consists of four Core Groups:**

- » **Permit Center:** Plan intake and routing to plan review and Development Services Partners, over the counter permit processing, permit issuance, addressing, assistance desk/public information, ADU Ally, and Small Business Ally
- » **Plan Review Services:** Review of private development project plans and calculations for compliance with the California Building Codes and state laws, coordination with Development Services partners, expedited review, and coordinated review.
- » **Inspection Services:** Inspects active private construction projects for compliance with the approved plans and adopted building codes and state laws.
- » **Support Services:** Development Services call center, document imaging, records requests, and general support for the building division.

## **Join the Award Winning San Jose Building Team!**





# The Position

The Building Division Manager is responsible for the day-to-day operations of the Plan Review Section as well as oversight of the Section's service delivery, staffing, and budget including the management, and quality control of:

- » Reviewing and Approving Building Construction Plans
- » Building Code Interpretation and Development
- » Ordinances, Directives, and Policies
- » Alternative Methods and Means for Construction (AMMC)
- » Coordination between all Building Division Functions
- » Coordination with Development Services Partners
- » Coordinated review projects
- » Expedited Review Programs
- » Process streamlining efforts
- » Staff Training
- » Staff mentoring and development

Reporting to the Deputy Director of the Building Division, the Division Manager will lead all of the Section activities, participate in the leadership of the Building Division, and work collaboratively with the other City development partners. The position is the primary interface between the Building Division and the development and permitting community.

## **Responsibilities include but are not limited to:**

- » Monitor the Section's workload and appropriate staffing levels required.
- » Spearhead the hiring process for the Plan Review Section staff.
- » Manage, monitor and analyze revenues and time spent for delivery services.
- » Assist the Building Official in facilitating the adoption of state building codes and regulations, developing and implementing local amendments to these codes and regulations.
- » Develop policies and prepare written procedures and training for the Plan Review Section staff.
- » Coordinate public outreach programs and maintain on-going interaction between the plan review staff and external customers.
- » Coordinate with other employees to ensure seamless delivery of plan review services.
- » Chair the Committee that evaluates and considers proposed Alternate Materials and Methods of Construction.
- » Conduct and deliberate customer appeals and hearings related to plan review.
- » Stay current with changing regulatory requirements and implements these requirements as required by the regulatory authorities
- » Manage and support the implementation of the Integrated Electronic Plan Review System.
- » Conduct or direct studies and research to solve building and structural engineering and construction problems.
- » Implement policies and procedures to streamline existing processes.

# The Ideal Candidate

The City is seeking a dynamic, high energy individual for this critical leadership position. The ideal candidate will have the required technical skills for the position described below, but will also be an inspiring leader that will motivate their staff to take their work to the next level. The ideal candidate will also work well with others, provide top notch service to the residents and businesses of San Jose, and have a “can-do” attitude.

The ideal candidate will possess the following competencies, as demonstrated in past and current employment history. Desirable competencies for this position include:

**Job Expertise** Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.

- » Knowledge of the laws, ordinances, and standards relative to the construction and inspection of buildings and other municipal facilities.
- » Knowledge of the current building codes, including mechanical, plumbing, and electrical.
- » Knowledge of the modern methods, materials and equipment employed in construction.
- » Ability to direct inspections and achieve compliance with contracts, construction plans and specifications.
- » Experienced in managing, developing, planning, and/or implementing code compliance programs for a municipality.
- » Knowledge of permit processing for Development Services.

**Collaboration** – develops networks and builds alliances; engages in cross-functional activities.

**Communication Skills** – Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills; displays openness to other people’s ideas and thoughts.

**Customer Service** – Demonstrates the ability to anticipate customers’ needs and deliver services effectively and efficiently in a timely, accurate, respectful, and friendly manner.

**Decision Making** – Identifies and understands issues, problems, and opportunities; uses effective approaches for choosing a course of action or developing appropriate solutions.

**Fiscal Management** – understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.

**Leadership** – leads by example; demonstrates high ethical standards; remains visible and approachable and interacts with others on a regular basis; promotes a cooperative work environment, encourages and rewards risk-taking, allowing others to learn from mistakes; provides motivational supports and direction.

**Management** – evaluates priorities to ensure the ‘true’ top priorities are handled satisfactorily; sets clear goals for the employees and the work unit;

**Political Skill** – in taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

**Problem Solving** – Approaches a situation or problem by defining the problem or issue; determines the significance of problem(s); collects information; uses logic and intuition to arrive at decisions or solutions to problems that achieve the desired outcome.



## Qualifying Education and Experience:

**Education:** Bachelor's Degree from an accredited college or university in Architecture, Engineering or a closely related field (e.g., Construction Management). Master's Degree desirable.

**Experience:** Six (6) years of progressively responsible directly related experience, including three (3) years of supervisory experience. Experience managing a work group at private or public agency is preferred.

## Acceptable Substitutions:

» Additional years of experience can be substituted for education requirement on a year for year basis, including four (4) years of supervisory experience, AND Candidates who qualify via the acceptable substitution must obtain an Associate's degree from an accredited college or university within three (3) years of employment in the position.

## License/Certificate:

- » Possession of a valid State of California driver's license is required.
- » Possession of a Commercial Inspection Certification (Building, Mechanical, Electrical, or Plumbing) OR possession of a valid Plan Examiner certification from the International Code Council (ICC) is required. Certifications shall be issued by an agency acceptable to the City.
- » Possession of a valid professional registration with the State of California as an Engineer or Architect is highly desirable.
- » Possession of a valid Building Official Certification from the International Code Council (ICC) is highly desirable.

## Employment Eligibility:

Federal law requires all employees to provide verification of their eligibility to work in this country. Please be informed that the City of San José will not sponsor, represent, or sign any documents related to visa applications/transfers for H1-B or any other type of visa that requires an employee application.

### Important Information

**Form 700 Filing:** Upon commencement of employment and subsequently each spring, the incumbent of this position must file the Family Gift Reporting Form together with the Statement of Economic Interest-Form 700. Please view the following link for details related to the State-Required reporting: [Form 700 \(ca.gov\)](#) and the following link for the City of San José Family Gift Reporting Form.

**COVID-19 Policy:** Per the City's COVID-19 Mandatory Vaccination Policy, the City requires all new hires to provide proof of vaccination as a condition of employment absent an approved medical or religious exemption. Fully vaccinated means a person has received the following:

- » Two doses of the monovalent Pfizer COVID-19 vaccine; or
- » Two doses of the monovalent Moderna COVID-19 vaccine; or
- » Two doses of the Novavax COVID-19 vaccine; or
- » One dose of the Johnson & Johnson COVID-19 vaccine; or
- » One dose of the bivalent Pfizer COVID-19 vaccine; or
- » One dose of the bivalent Moderna COVID-19 vaccine.



## ■ Compensation and Benefits

The Division Manager salary range is currently **\$131,187 - \$207,658**; placement within this range will be dependent upon the qualifications and experience of the individual selected. This salary includes an approximate five percent (5%) ongoing non-pensionable compensation. The salary is supplemented by an attractive benefits package that includes, but is not limited to:

- » **Retirement** – The City has its own competitive defined benefit retirement plan separate from and with full reciprocity with CalPERS.
- » **Health Insurance** – The City contributes 90% towards the premium for the lowest-priced non-deductible plan. Several plan options are available.
- » **Dental Insurance** – The City contributes 100% of the premium of the lowest-priced plan for dental coverage.
- » **Personal Time** – Vacation is accrued initially at the rate of three weeks per year with amounts increasing up to five weeks after 15 years of service. Vacation accrual may be adjusted for successful candidates with prior public service to reflect a vacation accrual rate commensurate with total years of public service. Executive Leave of 40 hours is granted annually and depending upon success in the Management Performance Program, could increase to up to 80 hours. Sick Leave is accrued at the rate of approximately 8 hours per month.
- » **Holidays** – The City observes 15 paid days annually.
- » **Deferred Compensation** – The City offers an optional 457(b) plan.
- » **Flexible Spending Accounts** – The City participates in Dependent Care Assistance and Medical Reimbursement Programs.
- » **Insurance** – The City provides a term life insurance policy equal to two times annual salary. Long-term disability and AD&D plans are optional.
- » **Employee Assistance Program (EAP)** – The City provides a comprehensive range of services through its EAP.

### **Executive Management Benefits –**

<https://www.sanjoseca.gov/home/showpublisheddocument?id=21323>

### **Health Benefits –**

<https://www.sanjoseca.gov/your-government/departments-offices/human-resources/benefits>

# How to Apply

**The final filing date is December 4, 2023.** To be considered, candidate must submit application online at <https://www.cpshr.us/recruitment/2272>. To be considered, please submit the following:

- » A cover letter.
- » A resume that reflects the size of staff and budgets you have managed. Your resume should indicate both months and years of beginning/ending dates of positions held.
- » List of six work-related references (two supervisors, two direct reports, and two colleagues, who will not be contacted until the later stages of the recruitment and will not be contacted without prior notice).
- » Responses to online questions including the following three (3) application questions.
  1. Describe your knowledge and experience in applying the uniform technical codes (e.g. CA Building, Residential, Electrical, Plumbing, and Mechanical Code), structural regulations, disabled access regulations, energy conservation regulations and City ordinances.
  2. Describe your experience leading a team and/or training staff and establishing work schedules, procedures, and training.
  3. Describe a time when you successfully influenced a decision or gained support for an idea in a work setting where there were different political interests or perspectives. How did you manage the situation and achieve your goal?

Applications and resumes will be screened in relation to the criteria outlined in this brochure. Candidates deemed to have the most relevant qualifications will be invited to proceed in the selection process. Additional phases of the selection process will consist of one or more interviews. A final selection will be made upon completion of comprehensive reference and background checks.

For further information contact:



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*The City of San José is an equal opportunity employer. Applicants for all job openings will be considered without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, veteran status or any other consideration made unlawful under any federal, state or local laws. The City of San José is committed to offering reasonable accommodations to job applicants with disabilities.*

