

Employment Application Packet:

BUILDING DIRECTOR

Pay

Salary Range: \$6737 to \$9114 per month.

Starting Pay: \$6737 to \$8598 per month, (depending on qualifications), plus benefits. See reverse side for more information. Currently, due to the economic climate and reduced building revenues, the Building Department is on a reduced work schedule of 36 hours per week (.9 fte).

General Statement of Duties

Plans, directs, and supervises the operations and personnel of the City's Building department; performs directly related work as required.

Acceptable Experience and Training

- Bachelor's degree in Business or Public Administration, Construction Management, Civil Engineering, or a closely related field; and
- Extensive inspections and construction experience; and
- Considerable supervisory experience; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Required Special Qualifications

- Possession of a valid State Driver's License, and a safe driving record.

To Apply

A signed, completed City of Hillsboro employment application form, cover letter, and resume **must be in the Human Resources Office no later than 5:00 p.m., Friday, March 19, 2010.** Application packets should be sent by mail, personal delivery, or overnight courier service. Please address application to the City of Hillsboro, Human Resources Department, 150 E. Main Street, Second Floor, Hillsboro, OR 97123-3999. For information about submitting applications by facsimile, contact the City Human Resources Office. Applications received after the filing deadline, or without a cover letter and resume, will not be considered. Additional employment application packets are available at the above address or by calling 503-681-6455 (TTY 503-681-6284). Resumes will not be accepted in lieu of the employment application forms; however, resumes must be submitted in addition to the employment application. Qualified minorities and persons with disabilities are encouraged to apply.

Selection Process

Applications will be evaluated based on experience, training and skills presented in the employment application. Selected applicants will be invited to an interview approximately two weeks after the closing date. Criminal and civil record checks and reference checks will be conducted on final candidates. A personality assessment will be conducted on the selected

finalist(s) for this position. A pre-employment physical examination and drug screening will be required for safety-sensitive positions. All applicants will be notified in writing of the final status of their application. Employment of persons hired by the City will be contingent upon presentation of acceptable documents verifying identity and employment eligibility in the United States.

Salary

All salaries, as stated, are based upon current information and are subject to change. Please carefully consider the following information before applying. Employees are assigned to one of two pay ranges, depending on retirement eligibility. The 72nd Oregon Legislature created the Oregon Public Service Retirement Plan (OPSRP). Public employees hired on or after August 29, 2003 become part of OPSRP, unless membership was previously established in PERS. Employees eligible for Oregon PERS/OPSRP are assigned to the PERS/OPSRP-eligible pay range and are subject to a mandatory 6% employee contribution. The starting salary for an Oregon PERS-eligible employee is \$7141 to \$9114 per month (depending on qualifications). Persons not eligible for Oregon PERS at the time of hire will start at the salary listed on the prior page and will move to the PERS-eligible pay range when eligibility is established. PERS/OPSRP eligibility is established after working six full-calendar months in a qualifying position.

Our pay policy states appointment is normally made at the minimum salary of a six-step pay range. Our policy further states employees will receive a five percent step increase upon successful completion of a probationary period (typically six months). Other five percent step increases occur annually thereafter with at least satisfactory performance until the top of the range is reached. In addition to step increases, cost of living adjustments are considered by City Council on an annual basis. Again, salary amounts and our compensation policy, as stated, are based upon current information and are subject to change.

Benefits

The benefits package includes family medical, dental, and vision insurance, employee life, accidental death and dismemberment, and long-term disability insurance, VEBA, retirement (PERS/OPSRP and social security), holidays, vacation, sick leave, voluntary health promotion program, employee assistance program, credit union, and deferred compensation programs. The current base benefit package employee contribution is \$35.00 per month and is subject to change.

Equal Employment Opportunity

The City of Hillsboro is an Equal Employment Opportunity employer. All qualified persons will be considered for employment without regard to race, color, religion, sex, sexual orientation, national origin, age, marital status, genetic, mental or physical disability. Applicants who feel their civil rights have been violated at any time during the course of their consideration for employment with the City of Hillsboro should contact the Human Resources Department immediately. Applicants who consider themselves disabled under federal or state law and desire assistance should contact the Human Resources Department. Find general information about the City at www.ci.hillsboro.or.us

City of Hillsboro, Oregon

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Building Director
Class Code Number	1400

General Statement of Duties

Plans, directs, and supervises the operations and personnel of the City's Building department; performs directly related work as required.

Distinguishing Features of the Class

***Employees in this job class may delegate responsibility and authority to relevant Department employees for some of essential work listed below.**

The principal function of an employee in this class is to plan, direct, and supervise the operations and personnel of the City's Building department. The work is performed under the supervision and direction of the City Manager or assigned Assistant City Manager but extensive leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over all departmental personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with City officials and personnel, Department heads, contractors, consultants, engineering personnel, City Council, the business community, corporations, policy-making bodies, and the general public. The principal duties of this class are performed in a general office environment and in the field. This is an overtime exempt position.

Examples of Essential Work (Illustrative Only)

***Employees in this job class may delegate responsibility and authority to relevant department employees for some of essential work listed below.**

- Manages all operations of the Building department, including overseeing the City's building inspections, plan review, and permitting processes;
- Set priorities and establishes department policies and procedures;

- Directs, reviews, and evaluates the training and work of staff, including mentoring, administering and enforcing policies, and making decisions relative to employee hiring, promotion, discipline, and termination;
- Provides technical information and advice as necessary and oversees Department matters;
- Analyzes complex building code and construction related issues to produce creative and innovative solutions;
- Oversees community outreach functions for the department, including promoting department projects and objectives to the general public and seeking partnerships with citizens, contractors, developers, and corporations;
- Ensures development compliance with federal, State, and local building codes and standards, including making final decisions relative to project compliance with State codes;
- Works closely and professionally with other department directors to accomplish City goals;
- Prepares and administers the department's operational budget, including overseeing department purchases, disbursements, and requisitions;
- Reconciles operational budget and revenues with workload and long-term staffing;
- Serves as a City liaison to various regional and State policy-making bodies, including preparing presentations for and promoting City goals and objectives related to building and construction to legislators and lobbyists;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities

- Comprehensive knowledge of City and department operation, principles, and practices;
- Comprehensive knowledge of all relevant federal, State, and local laws, codes, and ordinances;
- Comprehensive knowledge of generally accepted construction standards and construction methods, materials, techniques, phases, design, practices, and procedures;
- Comprehensive knowledge of City plan review, inspection, and permitting policies and procedures;
- Thorough knowledge of the principles and practices of supervision, and personnel and budget administration;
- Ability to effectively and consistently interpret policies and ordinances to others;
- Ability to effectively manage, direct, coach, mentor, and evaluate the work of staff;
- Ability to effectively present and promote department projects and goals to the general public;
- Ability to effectively detect discrepancies or deficiencies in project construction work and plans;
- Ability to exercise sound, independent judgement;
- Ability to effectively read and interpret blueprints, construction plans, and specifications;
- Ability to work effectively with emotionally charged issues and address and resolve complaints and concerns of various parties;

- Ability to serve effectively as a department and City liaison to City departments, various local and regional governmental bodies and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to apply integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Bachelor's degree in Business or Public Administration, Construction Management, Civil Engineering, or a closely related field; and
- Extensive inspections and construction experience; and
- Considerable supervisory experience; or
- Any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Special Qualifications

- Possession of a valid State Driver's License, and a safe driving record.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which enables the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which enables the employee to operate a personal computer, telephone, and related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which enables the employee to function within a general office environment and in the field, and operate a City vehicle as needed.

Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		
Employer	Immediate Supervisor and Title	May we contact for reference? <input type="checkbox"/> yes <input type="checkbox"/> no
Address		Phone
Job Title	From: Mo. ____ Yr. ____ Full-time Part-time (circle one) To: Mo. ____ Yr. ____ if part-time, number hrs/wk ____	Starting pay Ending pay
Description of job duties:		
Reason for leaving:		

REFERENCES

List the names of three persons other than former employers and relatives having knowledge of your character, experience, or ability.

NAME	ADDRESS	RELATIONSHIP	PHONE

Do you claim veteran's preference? Yes No (circle one)
 (Copy of Federal DD 214 or 215 or a veteran's disability preference letter from the US Department of Veterans Affairs **must** be attached.)

Have you ever been convicted of a felony? Yes No (circle one)
 (Please exclude cases processed in the juvenile court or expunged convictions.)

Conviction does not necessarily disqualify you from employment.

RELEASE OF INFORMATION

I understand that this application does not represent a contract of employment. I also understand that if I am employed by the City of Hillsboro, my employment can be terminated with or without cause during my probationary period or seasonal/temporary status of employment, and thereafter in accord with City policy which may be revised by the City periodically.

I affirm that each answer to the questions incorporated into this application and all other information otherwise furnished by me is and shall be true, complete, and correct. I understand that falsification, misrepresentation or omission of information on my application may result in disqualification of my application, or dismissal from employment if I am employed. I also understand that failure to sign the application form below may disqualify me from the employment selection process. Within not more than three (3) days of employment, I will provide proof as required on the US Government, I-9 Form that I am legally eligible for employment in the United States. If I cannot provide such proof in accordance with federal Law, I understand that I will be terminated.

I understand that criminal and civil court/law enforcement records, motor vehicle driving records, education verification and reference checks will be conducted on final candidates prior to an offer of employment.

I have read and understand that by signing this application, I authorize the City of Hillsboro to conduct and hold the City of Hillsboro harmless from any result of the reference and background check that the City makes. I hereby authorize and release from all and any liability whatsoever all former employers and their employees, educational institutions, law enforcement agencies, and/or other government agencies, who I hereby request to provide/release information to and candidly respond to any inquiries of the City of Hillsboro and its agents regarding my employment, character, job performance, ability, education, criminal and civil court/law enforcement records, and motor vehicle records, that may be in their possession.

Applicant's Signature: _____

Date: _____

