

County of Santa Cruz

INVITES YOU TO APPLY FOR:

BUILDING COUNTER SUPERVISOR

Supplemental Questionnaire Required

Open and Promotional
Job # 24-TP6-02

Salary: \$7,708 – 9,743 / Month

Closing Date: Friday, January 17, 2025



County Equity Statement

Equity in action in Santa Cruz County is a transformative process that embraces individuals of every status, providing unwavering support, dignity, and compassion.

Through this commitment, the County ensures intentional opportunities and access, fostering an environment where everyone can thrive and belong.

THE JOB: Under direction, supervise, implement and coordinate the day-to-day operations of the building counter; process and issue building permits; and provide information and assistance to contractors, design professionals and other members of the public. This position also performs some plan review of minor residential and commercial projects and conducts pre-application plan reviews to ensure compliance with the California Building Codes, County ordinances and administrative orders and performs other work as required. **The list established will be used to fill the current vacancy and it may also be used to fill other vacancies during the life of the eligible list.**

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

Four years of increasingly responsible experience working in a public or private Building Department, Architectural Department, Engineering Department, Construction Management Department, General Construction Department or other office environment which would provide the knowledge and abilities listed below. At least one year of the required experience must include acting in a leadership, supervisory or primary contact person assigned to oversee building details.

OR

Two years of major coursework in architecture, engineering, design review, project management, construction management or a similar field of study **AND** two years of experience working in a public or



private Building Department, Architectural Department, Engineering Department, Construction Management Department, General Construction Department or other office environment which would provide the knowledge and abilities listed below. At least one year of experience must include acting in a leadership, supervisory or primary contact person assigned to oversee building details.

Special Requirements: Possess and maintain a valid International Code Council (ICC) certification as a Building Plans Examiner, pursuant to California Health and Safety Code Section 18949.28, within 12 months of employment. **Post employment:** Must complete a minimum of 45 hours of related continuing education in every three year period.

Knowledge: Working knowledge of the California Building Codes, standards, County building regulations and ordinances; conventional structural design and construction materials; the principles and practices of leadership and supervision; the principles and practices of computer records management; permit processing for residential and commercial building permits; construction drawings and blueprint reading; building construction types; permit software system(s), Geographic Information System (GIS) and other computer programs used in the Building Division or office.

Ability to: Plan, assign, schedule, supervise and evaluate the work of staff; understand applicable computer programs; read and interpret building plans and specifications and make related recommendations to management, staff and the public; maintain accurate and detailed records; establish and maintain effective and cooperative working relationships with other employees and the general public; communicate effectively, both orally and in writing; review residential and commercial building permit plans for completeness and accuracy to the California Building Codes, standards, County building regulations and ordinances; provide effective customer service by resolving conflicts and applying effective solutions to problems and dealing tactfully and fairly with complaints from the public; design and conduct on-the-job training; develop, recommend and implement County policies and procedures; understand, explain and consistently and fairly apply provisions of laws, regulations, ordinances and policies; prepare and present clear and concise technical, statistical and other reports; read and interpret construction drawings and blueprints; input, access and analyze data using a computer; and assist the Building Official as requested.

THE EXAMINATION: Your application and supplemental questionnaire will be reviewed to determine if you have met the education, experience, training and/or licensing requirements as stated on the job announcement. If you meet these criteria and are one of the best qualified, you may be required to compete in any combination of written, oral and/or performance examinations or a competitive evaluation of training and experience as described on your application and supplemental questionnaire. You must pass all components of the examination to be placed on the eligible list. The examination may be eliminated if there are ten or fewer qualified applicants. If the eligible list is established without the administration of the announced examination, the life of the eligible list will be six months and your overall score will be based upon an evaluation of your application and supplemental questionnaire. If during those six months it is necessary to administer another examination for this job class, you will be invited to take the examination to remain on the eligible list.

HOW TO APPLY: Apply online at www.santacruzcountyjobs.com or mail/bring an application and supplemental questionnaire to: Santa Cruz County Personnel Department, 701 Ocean Street, Room 510, Santa Cruz, CA 95060. For information, call (831) 454-2600. Hearing Impaired TDD/TTY: 711. Applications will meet the final filing date if received: 1) in the Personnel Department by 5:00 p.m. on the final filing date, 2) submitted online before midnight of the final filing date.

Women, minorities and people with disabilities are encouraged to apply. If you have a disability that requires test accommodation, please call (831) 454-2600.

To comply with the 1986 Immigration Reform and Control Act, Santa Cruz County verifies that all new employees are either U.S. citizens or persons authorized to work in the U.S.

Some positions may require fingerprinting and/or background investigation.

BUILDING COUNTER SUPERVISOR – SUPPLEMENTAL QUESTIONNAIRE

The supplemental questions are designed specifically for this recruitment. Applications received without the required supplemental information will be screened out of the selection process. Employment experiences referred to in your response must also be included in the Employment History section of the application.

NOTE: Please answer the question(s) below as completely and thoroughly as possible, as your answer(s) may be used to assess your qualifications for movement to the next step in the recruitment process.

1. Describe your education, training and experience which demonstrates your knowledge and ability to utilize and apply the California Building Codes: California Building Code (CBC), California Residential Code (CRC), California Mechanical Code (CMC), California Electrical Code (CEC), California Plumbing Code (CPC), California Energy Code (CEnc), California Green Building Standards Code (CGBSC), and the California Fire Code (CFC) as they relate to building construction and building construction plans.
2. Describe your education and work experience, which demonstrates your knowledge and ability to read, interpret and analyze building construction plans, structural calculations, energy calculations, soils reports and other construction documents as they relate to building plan review which is required for this position.
3. Describe your knowledge and experience working with permit software system(s) and other computer programs typically used in a Building Department.
4. Describe in detail your supervisory or lead experience. In your response include the number of staff you supervised and their job titles. Please be specific about your role in training, evaluating, and assigning duties.

EMPLOYEE BENEFITS:

ANNUAL LEAVE - 22 days first year, increasing to 37 days after 15 years of service. Available for vacation and/or sick leave.

HOLIDAYS - 14 paid holidays per year.

BEREAVEMENT LEAVE - 3 days paid in California, 5 days paid out-of-state.

MEDICAL PLAN - The County contracts with CalPERS for a variety of medical plans. For most plans, County contributions pay a majority of the premiums for employees and eligible dependents.

DENTAL PLAN - County pays for employee and eligible dependent coverage.

VISION PLAN - County pays for employee coverage. Employee may purchase eligible dependent coverage.

RETIREMENT - Pension formula 2% at age 60 or 2% at age 62 as determined based on provisions of the CA Public Employees' Pension Reform Act of 2013(PEPRA). Pension benefit determined by final average compensation of three years. County participates in Social Security.

LIFE INSURANCE - County paid \$20,000 term policy. Employee may purchase additional life insurance.

DISABILITY INSURANCE - Employees in the General Representation Unit participate in the State Disability Insurance (SDI) program. This program is funded 100% by employee payroll deductions.

DEPENDENT-CARE PLAN - Employees who make contributions for child or dependent care may elect to have their contributions made utilizing "pre-tax dollars."

H-CARE PLAN - Employees who pay a County medical premium may elect this pre-tax program.

HEALTH CARE FLEXIBLE SPENDING ALLOWANCE (HCFSA) - Employees may elect this pre-tax program to cover qualifying health care expenses.

DEFERRED COMPENSATION - A deferred compensation plan is available to employees.

Note: Provisions of this bulletin do not constitute an expressed or implied contract.

County of Santa Cruz

www.santacruzcountyjobs.com

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