



City of Phoenix *Employment Opportunity
Building Official
(Deputy Planning & Development Director) –
Planning and Development Department*

ABOUT THIS POSITION

Come work for one of America's top 500 large employers as named by Forbes in 2021 & 2022 and the Top 20 best employers in Arizona! Working for the City of Phoenix positions you to work in a vibrant, growing city that is now the 5th largest in the country.

Hiring Incentive: The City is offering a \$7,500 hiring incentive to new hires for **Building Official position** which will be paid in accordance with A.R. 2.55.

The Planning & Development Department within the City of Phoenix is instrumental in guiding the physical development of the city by preserving our historic sites, planning what can be built where, and ensuring safe construction of buildings and infrastructure. The department processes are governed through development and enforcement of city codes and ordinances.

The City of Phoenix Planning and Development Department is seeking a **Building Official (Deputy Director)** to oversee discipline specific technical leads, the Self Certification Program, perform all duties as the City's Building Official and ensure technical training for the Development Division.

The incumbent will review and make decisions on formal building code interpretation and modification requests. Duties include providing recommendations to changes to the Phoenix Building Construction Code to resolve design issues and to accommodate and control new materials and new design concepts. Serve as the subject matter expert to review and approve alternate methods or materials for code compliance. Provides technical advice and assistance to design professionals and city staff regarding the interpretation of construction plans, design problems, and construction code. Will provide leadership and direction to all department technical leads for structural, electrical, plumbing, mechanical, and fire life safety disciplines as well as oversee the Technical Review Team that manages all PDD development policy, process, forms, and handouts.

Technical advice and assistance are given to architects, engineers, and contractors on code conformance challenges and to field inspectors in the interpretation of construction plans and in the resolution of unusually difficult construction code interpretation problems. This position will work closely with the Fire Marshal and other key Fire Department Staff involved in construction code and fire life safety issues. The Building Official functions as a key member of the Imminent Hazard team that consists of representatives from multiple city departments as well as Maricopa County.

The Building Official is assigned to the Development Division and reports directly to the Assistant Planning & Development Director. This position may be eligible for telework one day per week at the discretion of the Assistant Director.



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IDEAL CANDIDATE

The ideal candidate should be able to effectively communicate with all levels of the organization; excellent oral, written, presentation and listening skills will be essential. This person needs to be an innovative leader with the ability to solve problems, think strategically, identify alternative courses of action, and provide recommendations. Analytical skills and the ability to effectively use data to make decisions and relay information are essential.

SALARY

Up to \$134,139.20 annually. Salary commensurate with experience and qualifications. The City contributes 9% of salary into 457/401(a) plans with no matching required. \$3,600/annual car allowance and \$1,440/annual cell phone allowance.

BENEFITS

A comprehensive Middle Manager benefits package is offered which includes: Traditional pension with employer and employee contributions; choice of medical HMO, PPO, HSA/HDHP plan; wellness incentive of up to \$720 annually, dental; vision; life insurance; long-term disability; medical enrollment includes a monthly \$150 City contribution to a Post-Employment Health Plan; bus/light rail pass; tuition reimbursement; paid time off includes 12.5 paid holidays, 12 vacation days, 15 sick days. Additionally, effective 10/1/2022, Paid Parental Leave is now offered to eligible employees up to 480 hours (12 weeks) of paid leave for the birth, adoption or foster care placement of a child during a 12-month period. For more details, visit: [Middle Manager Benefits](#).
[Pension Information](#)

MINIMUM QUALIFICATIONS

- Five years of professional planning or engineering experience
- One year in code administration
- Bachelor's degree in urban planning, architecture, engineering, or a related field
- Registered Professional Engineer/Structural Plans Engineer or Civil (PE) or Architect in the State of Arizona (or reciprocal state) at the time of hire.
- Other combinations of experience and education that meet the minimum requirements may be substituted.
- The City job description can be found [here](#).
- All finalists for positions are subject to a criminal background check applicable to the department or position.
- For information regarding pre-screening and driving positions, [click here](#).

AA/EEO/D/V Employer – 251 West Washington, Phoenix, AZ 85003

This publication can be provided in an alternative format upon request.

Call: (602) 495-5700 TTY: (602) 261-8687



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- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.

PREFERRED QUALIFICATIONS

The minimum qualifications listed above, plus:

- Experience working on special projects with extensive community involvement and include multiple agencies.
- Experience working with senior management, elected officials and community groups.
- Master's degree in engineering, public or business administration, government management, urban planning, or a related field is preferred.
- Must obtain the following certifications within 12 months of hire date: ICC Certified Building Official.

RECRUITMENT DATES

Recruitment will be reviewed regularly and will close on or before March 9th or when we have received a sufficient number of qualified applications.

PLEASE NOTE: Due to an imminent need to fill this vacancy, interviews for this process will occur promptly. **Please be prepared for a quick turnaround on interview scheduling.**

This is a position-based recruitment **and generates a one-time use only list**. Once interviews are conducted and candidates are selected, this job posting will be considered closed and candidates will no longer be in consideration for the position applied for. This posting will not result in any ongoing eligibility list.

HOW TO APPLY

Apply online at <https://www.phoenix.gov/hr/current-jobs/> by completing the required information and attaching, **as one document**, your cover letter and resume. Please include your experience as it relates to the qualifications stated above. Only the highest qualified may be posted to the eligible to hire list. The results of the resume screening process will be sent to your primary email address.



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WE ARE HERE TO HELP

- Job interviews may be held by video or audio conference.
- If you are in need of computer resources, [click here](#) for free options.
- Arizona at Work has frequent classes to help with resume writing, interviewing skills, and general career guidance. Click [here](#) for more information.
- Explore other [Employment Opportunities](#) with the City of Phoenix.
- Subscribe to receive [e-mail notifications](#) about new employment opportunities.
- If you need assistance applying for this job, please contact our HR Connection Center at [\(602\) 495-5700](#).

REFERENCE

Deputy Planning & Dev Dir: Job ID# 48852

Building the Phoenix of tomorrow.

City of Phoenix is an equal opportunity employer. AmeriCorps, Peace Corps, and other national service alumni who meet the required qualifications are encouraged to apply.