



CHIEF BUILDING OFFICIAL

CITY OF BURLINGAME



THE COMMUNITY

The City of Burlingame is a thriving and sophisticated suburban city of approximately 30,000 people in San Mateo County, California. Located three miles south of San Francisco International Airport on the beautiful San Francisco Peninsula, the city is a prime vacation destination for people wishing to visit the Bay Area. Its two main downtown areas, Broadway, and Downtown Burlingame Avenue are well-known commercial destinations featuring an eclectic mix of boutiques, restaurants, family owned and operated small shops, and national retailers. At approximately six square miles, Burlingame boasts a significant shoreline on San Francisco Bay and enjoys a warm, sunny microclimate. The area's temperate Mediterranean climate makes outdoor recreation appealing year-round. Golfers can be found on the golf course even throughout winter, when clear, cool days often break up the area's wet spells. Additional sporting, entertainment, and arts and culture activities can be found throughout the Bay Area.

The 500-mile-long bicycle and pedestrian San Francisco Bay Trail meanders along Burlingame's shoreline, while State Highway 101 and Interstate 280 traverse the city. Burlingame is easily accessible by public transportation. Caltrain, the seventh largest commuter rail system in the country, has two stops in Burlingame, with one operating on weekends only, and Bay Area Rapid Transit (BART) is within a short distance from the northern part of the city. Burlingame is located on the most dynamic economic corridor in the world, in close proximity to Silicon Valley innovation leaders such as Google, LinkedIn, Facebook, Adobe, Box, Salesforce, Tesla, Apple, Genentech, and Twitter. The Peninsula also includes major global institutions and destinations such as Stanford University, University of California San Francisco, and stadiums for the San Francisco 49ers, San Francisco Giants, San Jose Sharks, and Golden State Warriors.

Burlingame is also known for its exceptional quality of life – from public safety to an excellent public school system. Often referred to as the City of

Trees, Burlingame maintains over 16,500 trees representing 294 species. The city's overall tree canopy covers 71% of streets and sidewalks. In addition to its six large parks and athletic fields, the City maintains seven neighborhood parks. It is home to the Mills Canyon Wildlife Area, Bayside Community Garden, Skyline Open Space Park, and Bayfront Bird Sanctuary. To find out more about this beautiful and charming city, visit www.burlingame.org.

CITY GOVERNMENT

Incorporated in 1908, Burlingame is a General Law City operating under the Council-Manager form of government. Five City Council members are elected at-large to four-year terms; the Mayor and Vice-Mayor are chosen annually by the Council from among its members. The City Council and professional staff maintain a mutually respectful and productive relationship. The Council appoints the City Attorney and City Manager, who serves as chief administrative officer and is responsible for appointing members of the executive team.

The City of Burlingame is comprised of departments that deliver municipal services including police, public works (water and sewer, streets, and storm drainage), community development, parks and recreation, and library services; these departments are supported by the general government departments of human resources, finance, legal services, and City administration. Fire protection is provided by the Central County Fire Department, through a joint powers' agreement between the City of Burlingame and the Town of Hillsborough.

Despite challenges to the economy following the Pandemic, Burlingame remains fiscally strong. The City has a FY 2024-25 total budget of \$159.6 million and a General Fund budget of \$81 million, with \$48.7 million in General Fund reserves and a staff of 231.4 full-time equivalents.

The City of Burlingame prides itself on being an "Employer of Choice" and embraces a participative approach in managing the City and the organization. As a self-described "small city that gets a lot done," staff is comprised of an energetic, dynamic, and proactive team of individuals who care deeply about integrity, innovation, service to the community, and their commitment to diversity and inclusivity. The City also has an incredibly talented and supportive Executive



Management team who work collaboratively across the organization. In addition, there is a healthy and mutually respectful relationship between elected officials and staff, which helps to foster an environment where employees feel valued for their contributions. To hear from employees about what's great about working for the City of Burlingame, view this video: <https://bit.ly/Work4Burlingame>.

THE COMMUNITY DEVELOPMENT DEPARTMENT

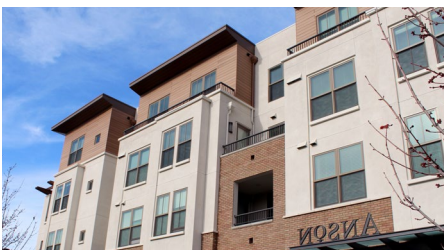
Burlingame's Community Development Department consists of three divisions: Planning, Building, and Economic Development and Housing, and is supported by a FY 24-25 Budget of \$6.9 million and 20 talented staff. The Department is responsible for long-range and current planning activities, plan checking, building permit issuance, and field inspections of all buildings and structures in Burlingame. The Department also serves as a resource to assist local businesses and to attract new businesses to the community. The Department's mission is to serve as a one-stop source of information and guidance to residents and business owners desiring to engage in development or business activities within the community. Department staff take pride in providing exceptional customer service and creative solutions that ensure a positive, streamlined customer experience.



THE BUILDING DIVISION

The Building Division, with a budget of \$4 million and 10 staff, oversees plan checking, permit issuance, and field inspections of all buildings and structures in Burlingame. The Division enforces the minimum requirements of the State Building Codes, State and Federal laws, and local ordinances.

The Building Division also acts as a central clearinghouse, distributing plans to other departments to ensure that projects comply with all the City's requirements. Division staff take pride in providing excellent service to the community. During Fiscal Year 23-24, the Division conducted 11,260 inspections and 1,390 plan checks and issued 619 Building permits. Reporting to the Community Development Director, the Chief Building Official will join a hard-working team providing the community with outstanding service. The future Official can look forward to working on an active portfolio of interesting projects, from residential to commercial/mixed-use and office to research/life-science projects. For further information about the many projects planned or underway, go to the [Projects Around Town](#) map. In addition, the division has transitioned to a new permitting software with an online customer portal system that will be integrated this fiscal year. The Chief Building Official will be an integral part of the transition of the new system and process both internally and externally.



CHIEF BUILDING OFFICIAL

Burlingame's Chief Building Official will be a collaborative, team-oriented professional with a strong customer orientation. This contemporary industry leader will understand the challenging legal framework facing California cities and bring expert knowledge of best practices in building code application, familiarity with permitting technologies, and demonstrated success in streamlining operations and simplifying application processes to enhance the end-user's experience. With exceptional communication and interpersonal skills, they will thrive in a collaborative team environment, working closely with colleagues in other divisions and departments to expedite the development review process without compromising public health and safety.

As an experienced building professional, the ideal candidate will display high emotional intelligence and have proven success in supporting and mentoring a team with varying levels of experience. This flexible, hands-on manager will be ready to lean in where needed to support staff and ensure that critical projects are completed, and project deadlines are met. This strategic team member will understand the importance of developing and maintaining strong relationships within the City and community to achieve the City's goals. As a thoughtful decision-maker and problem solver, they will be known for being fair and consistent, comfortable interpreting complex plans, and consistently applying the building code while understanding the need for flexibility when interpreting grey areas.

Key Attributes and Characteristics

- Strong customer orientation.
- Collaborative spirit with excellent interpersonal skills needed to build positive working relationships with City staff, community members, and developers.

- Solution-oriented problem-solver who can effectively address challenging issues in the field or in the office and serve as a supportive member of a high-performing, talented City team.
- Outstanding communication skills with the ability to communicate clearly both orally and in writing with diverse stakeholders, from City officials and management to homeowners, business owners, and developers.
- Proven success supporting a strong team environment and ability to train, develop and mentor a diverse workforce with different levels of experience.
- Credible and trusted partner with deep knowledge of building codes and their appropriate application.
- Forward-thinker understanding how technology can enhance permit and inspection processes for customers and City staff with familiarity with the latest permitting technology.

Any combination of experience and training that would provide the required knowledge and abilities qualifies. Competitive candidates will bring five years of increasingly responsible supervisory and administrative experience in design, construction, and inspection of public, commercial, industrial, or residential buildings and a Bachelor's degree with major coursework in structural, mechanical, or civil engineering, architecture, or a related field. Successful candidates must also possess or obtain a valid ICC (International Code Council) Certified Building Official certificate within one year of appointment.



COMPENSATION & BENEFITS

The salary range for this position is \$158,590 - \$192,365, effective January 2025. Placement within the range will be DOQE. In addition to salary, Burlingame offers a competitive benefits package that includes, but is not limited to:

Telework Program: Allows eligible employees to work remotely up to 50% of the time.

Retirement: CalPERS 2.5% at 55, Classic employees pay 8% required employee contribution plus 1.5% of the City's contribution to CalPERS retirement via payroll deduction on a pre-tax basis; 2.0% at 62, new members (PEPRA) pay 7.25% required employee contribution only. Burlingame does not participate in Social Security, except for the required Medicare.

Health Insurance: Employee can choose from medical plans provided through CalPERS. City pays 92.5% of selected medical premium, up to the third highest cost plan.

Retiree Health/Health Reimbursement Arrangement: City contributes 3% of base pay for 0-4 years of service; 4% of base pay for 5-19 years of service, 6.5% of base pay for 20+ years of service. In addition, employees contribute 2% of their own salary to their HRA account.

Dental Reimbursement Plan: City will reimburse up to \$2,500 per calendar year for the employee. In addition, there is a reimbursement of \$1,500/year for each dependent, not to exceed \$3,000 cumulative for all dependents per calendar year. Orthodontics is included.

Vision Reimbursement Plan: The maximum reimbursement for an employee for vision reimbursement is \$1,000 annually, not including an eye examination. If an eye examination is performed, the maximum reimbursement will be increased to \$1,200. The maximum cumulative reimbursement for vision eligible expenses for eligible dependents will not exceed \$600 per year, including eye examinations. City will reimburse up to \$3,000 for corrective eye surgery for employees only.

Life Insurance: City pays the premium for a \$250,000 term policy. Supplementary voluntary life insurance is available at the employee's cost.

Long-Term Disability: City provides coverage equal to 60% of monthly salary up to maximum of \$8,000.

Vacation Leave: Accrual of 10 days annually for the first four years; increasing periodically thereafter to 23 days annually after 18 years. Credit may be given for prior public service.

Administrative Leave: Accrual at the rate of 80 hours per year.

Paid Holidays: 14 days annually (includes two floating holidays).

Sick Leave: Accrual at the rate of 12 days per year.

Deferred Compensation: City matches \$45 per biweekly pay period to a 457 plan.

Other Benefits: Tuition Reimbursement (up to \$3,500 per year), Employee Assistance Program, Whole Life Insurance, Critical Illness and Injury Insurance, Section 125 Plan, Transportation Incentive Program, Bilingual Pay Certification, Paid Parental Leave (4 weeks), and reduced fees on recreation fitness classes.



Application & Selection Process

The closing date for this recruitment is midnight, **Sunday, January 12, 2025**. To be considered for this opportunity, upload a compelling cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com. This is a confidential process and will be handled accordingly throughout the various stages of the process.



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Following the closing date, applicants with the most relevant qualifications will be granted preliminary interviews by the consultants. Candidates deemed to be the best qualified will be invited to participate in additional interviews and a meeting with the Community Development Director and the City Manager. The City anticipates making an appointment in a timely manner once negotiations and background and reference checks are completed. Please note that references will not be contacted until mutual interest has been established.

