

THE CITY OF VALLEJO

INVITES YOUR
INTEREST IN THE
POSITION OF

CHIEF
BUILDING
OFFICIAL



ABOUT THE CITY



THE COMMUNITY

The City of Vallejo is located in Solano County and has a population of approximately 125,000 residents. Vallejo is a rapidly changing, highly diverse community located midway between the cities of Sacramento and San Francisco. It is a friendly, active waterfront community that attracts innovative, hardworking people and takes great pride in its history and maritime heritage. Residents of Vallejo are situated to take advantage of the best of what the area has to offer. Golf, museums, performing arts boutique shopping, brewpubs and a wide selection of restaurants are all available in Vallejo. Residents and visitors alike enjoy Vallejo's delightful historical downtown area, weekly downtown farmer's market, and beautifully restored Victorian homes and business facades. Vallejo is also home to Six Flags Discovery Kingdom, one of America's only combination wildlife, oceanarium and theme parks.

CITY GOVERNMENT

Vallejo is a full service, charter city with a fiscal year 2025-2026 total budget of over \$314 million, with a General Fund of approximately \$151 million. The City has an authorized staff of 671 FTEs in the following areas: Administration (Finance, Human Resources, Information Technology), Operations (Police, Fire, Public Works, Water Utilities), Community and Economic Development, City Manager's Office and City Attorney's Office. Vallejo has a Council-Manager form of government with the Mayor and Six-Council Members elected in districts, on a non-partisan basis, for four-year overlapping terms.

THE DEPARTMENT

The Planning and Development Services Department is organized across four divisions: Planning (Current Planning and Advanced Planning), Building, Code Enforcement, and Administration. The Department provides several vital services to the Vallejo community, including long-range planning for future City development; processing building and land use applications; facilitating the development review process; issuing permits and inspecting for code compliance, facilitating green building practices; as well as other policy work as required.

THE POSITION

The Chief Building Official leads and oversees the City's Building Division, ensuring safe, efficient, and high-quality services in plan review, permitting, and building inspection. This role provides strategic direction for division programs, established goals and policies, and continuously evaluates operations to improve service delivery and performance.

The incumbent in this position will manage the full scope of plan examination and inspection activities, resolves complex technical issues, and ensures compliance with building codes and municipal regulations. They will direct and support Building division staff through training, performance management, and workforce planning, cultivating a professional, knowledgeable, and service oriented team.

This role is also responsible for developing and administering the Building division budget, forecasting resources, and ensuring responsible oversight of expenditures. The Chief Building Official collaborates closely with other City departments, developers, contractors, engineers, and community members and serves as the subject matter expert on building code matters.

THE IDEAL CANDIDATE

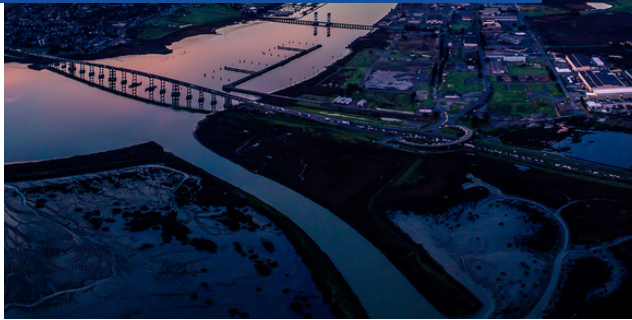
The Chief Building Official will be an energetic, self-motivated, results-oriented leader who embraces the existing culture and can seamlessly incorporate new ideas and systems for improved service. The position will require a strong background in building inspection, building code interpretation, plan review and management, and the ability to communicate effectively.

The ideal candidate will possess five years of increasingly responsible experience in the design, construction, and inspection of public, commercial, industrial and residential buildings and will possess at least two years of administrative and supervisory experience.

The ideal candidate will possess a Bachelor's degree from an accredited college or university with major course work in architecture, construction technology, civil engineering or a related field as well as an I.C.C. certification as a combination building inspector and plans examiner.



COMPENSATION & BENEFITS



COMPENSATION

The City provides an attractive compensation package that includes a competitive annual salary range up to **\$193,059.98**.

APPLICATION PROCESS

If you are interested in applying for this exciting opportunity, or for more information, please visit our website at:

<https://www.governmentjobs.com/careers/vallejo>

Only online applications will be accepted.

Candidates must attach a cover letter, resume, and 3-5 professional references to their online application and appropriately answer all supplemental questions in order to be considered for this position.

The application period for this position will close July 06, 2026. Interested applicants are encouraged to apply early.

Following the final filing date, applications will be screened and the most qualified candidates will be invited to move forward in the selection process.

BENEFITS

Some of our benefits include the following:

Retirement: CalPERS 2.7% at 55 formula for Classic Employees; 2% at 62 for PEPRA Employees

Deferred Compensation: The City offers voluntary 457 plan

Health Insurance: The City participates in the CalPERS Health Benefits Program

Dental: Delta Dental Plan of California (City pays premium)

Vision: Vision Service Plan –VSP (City pays premium)

Vacation: 80 hours (0-4 years of service); 120 hours (5-10 years of service); 160 hours (11-20 years of service); 200 hours (21-26 years of service); 224 hours (more than 26 years of service)

Management Leave: 60 hours per calendar year (pro-rated for new hires) must be used before end of pay period 26 or be forfeited.

Paid Holidays: 12 paid holidays per year, plus 2 floating holidays on a “use it or lose it” basis

Sick Leave: 12 hours per month

Life Insurance: The City offers an optional supplementary life as an elected benefit at the cost of the employee, AD&D insurance at no-cost to the employee

Flexible Spending Account (FSA)

*** The City of Vallejo is a Social Security participant*