

CITY OF BEVERLY HILLS

SUPERVISING PLAN REVIEW ENGINEER





THE COMMUNITY

The City of Beverly Hills is one of the world's most celebrated communities. Located within 5.7 square miles and surrounded by the cities of West Hollywood and Los Angeles, the City is home to 32,000 residents and is a premier destination for millions of visitors from around the world every year.

The City maintains an incomparable commitment to providing residents, businesses, and visitors with an exceptional quality of life. Incredible tree-lined neighborhoods, meticulously maintained parks and public spaces, excellent public safety services, superior public and private schools, and an abundance of community services collectively contribute to the extraordinary lifestyle that is exclusive to Beverly Hills.

The vibrant business community and tourism can increase the City's daytime population to over 200,000. The diverse business sector is represented by the entertainment industry, information and technology, professional services, financial services, and a substantial retail and hospitality industry. And as the foremost address for luxury, Beverly Hills continues to be known for its world class upscale retail districts, legendary luxury hotels, and prestigious cultural institutions.

CITY GOVERNMENT

Since incorporation in 1914, the City of Beverly Hills has functioned as a General Law city operating under a Council/Manager form of government. The City Council is comprised of five members who represent the community at-large and serve overlapping four-year terms. The Mayor is chosen from among the Council to serve a one-year term annually, and the Council appoints the City Manager, City Attorney, and City Clerk. The City Treasurer is directly elected and serves a four-year term.

A full-service City, Beverly Hills is comprised of nine departments overseen by the City Manager: Finance; Human Resources; Community Development; Community Services; Fire; Information Technology; Police; Policy & Management, and Public Works. Nearly 1,080 staff members deliver key services to businesses, residents, and visitors to ensure that Beverly Hills maintains the highest quality safety services, recreational amenities, municipal services, and physical environment. The City is supported by a FY 2023-24 Operating Budget of \$286.2M and a Capital Improvement Budget of approximately \$87.1M.

For more information on the city, please visit <https://www.beverlyhills.org>.

COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department guides the planning, development, and preservation of the City of Beverly Hills. The department is composed of six divisions (Administration, Community Preservation, Community Filming and Event Permits, Development Services, Planning, and Rent Stabilization) and provides staff support to five commissions (Architectural, Cultural Heritage, Design Review, Planning, and Rent Stabilization). Community Development is responsible for the review and processing of all private development projects to ensure compliance with the General Plan, Zoning Ordinance, and Building Code including planning entitlements, zoning and plan review, permits, and inspections. The department preserves the community's character and high quality of life through the code enforcement and historic preservation programs and administration of the Rent Stabilization Ordinance. The Department is supported by a FY 2023-24 budget of \$25.6M and 73 FTEs.

SUPERVISING PLAN REVIEW ENGINEER

The Supervising Plan Review Engineer is a represented position that reports to the Deputy Building Official and manages the Plan Review section of the Development Services Division. This position coordinates work assignments for five full-time Plan Review Engineers and outside consulting firms to ensure that plan review services are delivered to the community in a thorough, effective, and timely manner. The chosen candidate will also represent the department in the community, before various boards and commissions, and at professional meetings.

Core responsibilities include:

- Supervising and directing the work of all Plan Review Engineers;
- Overseeing consultant contracts for plan review services.
- Developing goals and objectives, a quality control program, appropriate work standards, and effective training programs;
- Assisting the Building Official and Deputy Building Official with code interpretations, permit requirements, and technical issues as they arise;
- Performing research and detailed investigations of complex code issues and preparing interpretations for the Code Interpretation Manual;
- Reviewing and approving all requests for modification of construction regulations;
- Assisting with the preparation of new editions of the Technical and Administrative Codes plus other related ordinances;
- Coordinating plan review activities and responses with other divisions, departments, and outside agencies; and
- Serving as a subject matter expert in the areas of code interpretation, permit requirements, and other highly technical engineering matters.

A bachelor's degree in Civil or Structural Engineering or a related field, three (3) years of experience comparable to that gained as a Senior Plan Review Engineer, or any equivalent combination of education and experience will be considered. Registration as a Civil or Structural Engineer in the State of California is required.



THE IDEAL CANDIDATE

The ideal candidate will be a skilled working manager with demonstrated relevant technical expertise and the proven ability to balance competing priorities while simultaneously moving projects forward. A strong background in construction practices and regulations, plan review processes for both public and private buildings, local technical, zoning, and related codes and ordinances, as well as Federal and State codes, including Title 24, is preferred.

As the supervisor of the Plan Review Engineering team, the manager will strive to find the right balance between achieving compliance, enforcing codes, and providing excellent customer service. They will also serve as the subject matter expert for their team and support the City's Deputy Building Official and Building Official in tasks related to development plan reviews.

Creating and maintaining a team-oriented environment that emphasizes cooperation, collaboration, and responsiveness to residents, developers, and businesses will be key to the candidate's success. The ideal candidate must possess outstanding interpersonal skills and be politically astute with the ability to guide staff through issues important to the organization and community. As a calm leader and effective mentor who genuinely values relationships, the candidate selected will enjoy guiding, empowering, and motivating staff.

The Supervising Plan Review Engineer must be a manager who anticipates opportunities and challenges and enjoys working in a dynamic, fast paced environment. Collaborative by nature, they will support a workplace culture that is creative and flexible while working effectively with the City's unique development audience. A hands-on and engaged manager who is accessible to staff and capable of generating momentum around an ambitious work plan is desired. The candidate selected will have a track record of maintaining productive relationships with colleagues, other departments, working groups and consultants, including negotiating, and managing contracts.

This is a dynamic and crucial role within our organization, requiring meticulous attention to detail and a comprehensive understanding of local, State, and Federal codes and regulations. The selected candidate will play a key role in ensuring the compliance of various residential and non-residential projects with relevant codes and standards. The Supervising Plan Review Engineer will work closely with the plan review team, coordinating efforts to expedite the review process and uphold compliance standards.

The Supervising Plan Review Engineer will also be reviewing complex projects, conducting thorough reviews of construction plans and documents for residential and non-residential projects, ensuring compliance with all applicable local, State, and Federal codes and regulations, and will be collaborating with the plan review team to coordinate review efforts and ensure alignment with project timelines and objectives.



COMPENSATION & BENEFITS

The City of Beverly Hills offers a comprehensive and competitive compensation and benefits package. The annual salary range for this position is \$159,309.31 - \$168,191.56 annually. The City's compensation package also encompasses an attractive benefits package that includes:

Retirement: The city offers the CalPERS 2% at 62 formula for new CalPERS members; OR 2.5% at 55 formula for existing "classic" CalPERS members with less than a six-month break in service from another CalPERS or CalPERS reciprocal agency. All employees of the Management & Professional Association will pay their CalPERS member contribution.

Work schedule: 9/80 schedule every other Friday off.

Pay for Performance Program: Employees are eligible to receive up to five percent (5%) of their base salary annually for Pay for Performance.

Wellness Pay: The City contributes two percent (2.0%) of annual base pay to promote wellness including the purchase of gym memberships, physical fitness equipment, treatments designed to improve overall employee health, etc.

Deferred Compensation 457(b) Plan: The City contributes \$50.00 per month to the City's deferred compensation plan. Option for employee contribution as well.

Vacation: 80 to 160 hours of annual vacation accrual depending on years of service.

Administrative Leave: 80 hours per calendar year, 40 hours of which may be cashed out if unused at the end of each calendar year.

Sick Leave: Every employee shall accrue sick leave at the rate of 96 hours per year with unlimited accumulation.

Holidays: 11 designated holidays per fiscal year.

Personal Holidays: 18 hours per fiscal year.

Health, Dental & Vision Insurance: The City currently offers a cafeteria plan which includes medical, dental, and vision coverage for employees and their dependents. A monthly contribution towards the above coverages is made at the following levels:

- Employee Only level receives \$2,250.00 per month.
- Employee + 1 level receives \$2,300.00 per month.
- Employee + family level receives \$2,550 per month.

Life Insurance: City-paid term life insurance policy valued at \$125,000.

Disability: City-paid long-term disability insurance.

Flexible Spending Account: Optional election for employees allowing pre-tax dollars to pay for eligible medical and dependent care expenses.

Tuition Reimbursement: Up to \$4,800 per fiscal year.

Application & Selection Process

The closing date for this recruitment is 11:59 pm on **Sunday, May 5, 2024**. To be considered for this opportunity, upload a cover letter, resume, and list of six professional references using the "Apply Now" feature at www.tbcrecruiting.com.

TB&CO.

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TERI BLACK & COMPANY, LLC

www.tbcrecruiting.com

Following the closing date, resumes will be screened in relation to the criteria articulated in this brochure and applicants with the most relevant qualifications will immediately be granted preliminary interviews by the recruiters. Candidates deemed to be the best qualified will be invited to participate in interviews with Beverly Hills in late May/early June. An appointment is anticipated shortly thereafter, following the completion of thorough background and reference checks. Please note that this process is completely confidential, and references will not be contacted until the end of the process and, at that time, will be done so in close coordination with the candidate impacted.

