



Now Accepting Applications for

BUILDING INSPECTOR (Full-time 37.5 hrs. per week)

(ASSIGNED TO CODE ENFORCEMENT DIVISION)

Monthly Salary Range

(A) \$5,904 (B) \$6,199 (C) \$6,509 (D) \$6,834 (E) 7,176

Filing Deadline: Continuous

Applications MUST be submitted online at www.CalOpps.org

The Position

The City is recruiting to fill one upcoming vacancy in **Code Enforcement (a Division of the Police Department)**. The primary responsibilities of the Building Inspector in Code Enforcement are to inspect routine and complex building systems at various stages of construction, alteration and repair; to investigate conditions and initiate procedures to enforce and abate violations of zoning, housing, dangerous building and property maintenance codes and ordinances regulating public nuisances and health, safety and welfare of the community.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Code Enforcement Supervisor (Police Sergeant). No supervision is exercised over others.

EXAMPLE OF DUTIES – Duties may include, but are not limited to the following:

Essential

- Perform field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and federal agencies.
- Inspect foundation, concrete, framing, plastering, plumbing, heating, and electrical installation, and a large variety of other complex and routine building system elements.
- Assess' appropriateness of studs, joists, rafter spacing and other structural member factors.
- Examine grade, quality, and treatment of lumber, concrete, and lath.
- Assure proper and safe installation of routine and complex building systems.

- Coordinate inspection activities with other City departments and with outside agencies when necessary.
- Conduct housing inspections as assigned.
- Examine plans and specifications of new construction, additions and alterations to residential,
- Commercial, and industrial buildings to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
- Issue notices to comply on violations; maintain records of historical facts for possible legal actions.
- Determine conformance to California Building Code, Plumbing and Electrical Codes, California Health & Safety Code and pertinent provisions of State and County health and environmental ordinances, and, Municipal Code regulations.
- Confer with architects, contractors, builders, and the general public in the field and office.
- Explain and interpret requirements and restrictions.
- Keep records and prepare reports.

QUALIFICATIONS

Knowledge of:

- Accepted safety standards and methods of building construction.
- Building related codes and ordinances enforceable by the City.
- Principles and techniques of building inspection work.

Skilled in:

- Providing efficient customer service and communicating clearly and objectively both verbally and in writing.
- Organizing with the ability to prioritize work and exercise independent judgment, wisdom, common sense, and initiative.
- Thoroughly carrying out oral and written instructions.
- Using initiative, discretion, and good judgment within established procedures, guidelines, and rules.
- Defining problems; establishing facts and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Interpreting and applying City, state, and federal codes, laws, and regulations.
- Operating a personal computer and various software applications.

- Practicing appropriate safety precautions and procedures.
- Establishing and maintaining cooperative working relationships with managers, supervisors, employees, architects, engineers, developers, contractors, private agencies, and the general public.

Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.
- Perform journey-level inspection skills in a variety of specialty trade areas and to perform competent and efficient work as a combination Building Inspector.
- Determine that construction systems conform to City Code requirements.
- Read and interpret building plans, specifications, and building codes.
- Advise on standard construction methods and requirements.
- Make arithmetical computations rapidly and accurately.
- Maintain cooperative working relations with builders, contractors, other City Department staff, and the general public.
- Enforce necessary regulations with firmness and tact.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of experience in the building construction field supplemented by some experience in building inspector work

Education:

Equivalent to completion of the twelfth grade.

License or Certificate:

International Code Council Certification as a Building Inspector is required (Residential and Commercial). Possession and maintenance of a valid California Driver's License.

PHYSICAL REQUIREMENTS:

The work requires a combination of the following physical requirements depending upon a given task, on a given day: 3 to 6 hours of walking; up to 3 hours of sitting, standing, bending, crouching, stooping, kneeling, crawling, climbing, balancing, twisting, turning, jumping, reaching forward and overhead, firm and light grasping, pinch grasping; less than 3 hours of lifting 11 to 50 lbs.; 3 to 6 hours of lifting less than 10 lbs.; 3 to 6 hours of carrying less than 50 lbs.; less than 3 hours of face-to-face contact, verbal contact, hearing conversations or on the telephone, finger dexterity, eye-hand-foot coordination, accommodation; vision accuracy (near and far), depth perception, field of vision, and color vision.

MENTAL REQUIREMENTS:

The work requires a combination of the following mental requirements depending upon a given task, on a given day: Taking, interpreting, comprehending and following detailed uninvolved instructions and one or two step instructions; simple to complex reading, writing, and math skills; spatial, forming, clerical, synthesizing, coordinating, analyzing, compiling, computing, copying, comparing, mentoring, negotiating, instructing, supervising, persuading, speaking-signaling, serving, setting-up, prevision work, driving or operating, manipulation; performing simple, repetitive, tasks to varied, complex tasks; maintain work pace; influence and relate to other people; generalizing, evaluating; responsibility for direction.

WORK ENVIRONMENT:

Work is performed indoors and outdoors with exposure to extreme heat and cold, unprotected heights, change in temperature/humidity, dust, fumes, smoke, gases, excessive noises, solvents, grease, oil; moving machinery; slippery/uneven surfaces; below ground; using a computer and other office equipment; working alone; working around or with others; hard hat required.

BENEFITS

- Retirement: (CalPERS)** Public Employees' Retirement System: 2.5% @ 55 for "classic" members (employee pays 10.3% of salary); 2.0% @ 62 for new PERS members (employee pays 6.25%)
- Medical Plan:** Choice of CalPERS Health Plan providers
- Dental Plan:** Delta Dental Plan of California with orthodontia coverage for children
- Dual Medical Coverage:** Employees who have medical coverage through another source (e.g. spouse), will have the option to receive in cash, \$400 or \$280 (taxable) or to contribute the amount towards an existing Deferred Compensation Plan
- Flex Benefits/ Cafeteria Plan:** City Pays \$450 per year
- Vacation:** 60 hours to 180 hours per year
- Sick Leave:** 72 hours per year
- Life Insurance:** 60,000 policy
- Holidays:** Paid 13 days per year
- Floating Holiday:** Initially prorated based on the hire date; then 1 day for the following years.
- Employee Assistance Program:** Generous number of counseling sessions per year; available to employee and eligible family members
- This position is represented by Public Employees Local One**
- Educational Incentive Program-**up to \$5,250/ yr.

APPLICATION/SELECTION PROCEDURES

Applications will only be accepted online at www.CalOpps.org . Please click on the "Member Agency" button at the top of the page and select the City of San Pablo link. For general questions, call the Personnel Department at (510) 215-3000. Applications must be submitted to CalOpps by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum

requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

Background Investigation and Pre-employment Medical Examination: The successful candidate will undergo a complete background investigation and fingerprinting. The successful candidate having been offered employment is required to pass a City-paid pre-employment medical examination which includes TB testing. **Americans with Disabilities Act (ADA):** Please contact the Personnel Department on or before the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). **Immigration Reform & Control Act:** In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. **Drug-Free Workplace Policy:** In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.

SUPPLEMENTAL QUESTIONS

Please submit responses to the questions below along with your completed application, and resume.

- 1. Please describe your experience in the Building trades.**
- 2. Describe your understanding of what services a Code Enforcement Division provides.**
- 3. Please describe excellent customer service.**
- 4. How do you prioritize multiple deadlines and competing interests?**
- 5. What are some strategies you use for diffusing angry customers?**
- 6. Tell us why your experience and background would make you ideal for this position.**