



CITY OF MILL VALLEY

JOB ANNOUNCEMENT BUILDING INSPECTOR II PLANNING & BUILDING DEPARTMENT

ABOUT MILL VALLEY

The City of Mill Valley is 14 miles north of San Francisco and 40 miles from California's famous wine country. Mill Valley is a town with a rich and eclectic cultural history and a lively and engaged citizenry.

Mill Valley is primarily a suburban community, with distinctive residential neighborhoods representing the many eras of the town's growth from a small mill town to the modern full-service city it is today. Our population's approximately 14,000 residents live in a 4.8 square mile area, although we serve as the center for a larger unincorporated Mill Valley area with more than 30,000 residents.

With a staff of almost 120 full-time employees and an annual operating budget of \$41 million, the City of Mill Valley is a full-service municipality that prides itself on efficient, effective, and courteous service delivery with a commitment to operational excellence.

ABOUT THE DEPARTMENT

The Planning & Building Department is responsible for the administration of the City's building and zoning ordinances, implementation of the General Plan, enforcement of municipal code, design review and environmental assessment, building permits, and inspections.

The Building Inspector II works closely with individuals from several departments including Planning, Public Works, Fire, contractors/consultants, and other agencies to ensure construction activities comply with all applicable codes and regulations.

ABOUT THE POSITION

Under the direction of the Building Official, the Building Inspector conducts inspections for residential and commercial properties in all stages of construction. The position is responsible for enforcing all building-related codes, reviewing building plans and specifications for conformance, issuing permits, assisting at the building counter, and performing other duties as assigned.

THE IDEAL CANDIDATE

The ideal candidate will have excellent customer service skills and an eye for detail. They must possess significant knowledge of relevant codes, ordinances, and safety standards and be able to apply them accurately in the field. The ideal candidate will have three (3) years of experience as a building inspector or in a related field involving inspection and/or code enforcement. Alternatively, four (4) years of journey level experience in the building trades may be considered



Above: Mill Valley City Hall

qualifying. College training in the areas of civil engineering, building technology, or related subjects may be considered toward experience requirements. Possession of—or the ability to obtain the ICC certification for Building Inspector is required; possession of other ICC certifications is highly desirable.

Please make sure to read the Job Description for complete information on the job and requirements.

SALARY AND BENEFITS

\$7,080 - \$9,488/ Month DOE

The City of Mill Valley is pleased to offer a comprehensive benefits package that includes health, dental, life, and long-term disability insurances, a 457-deferred compensation plan, retirement through CalPERS and generous leave.

APPLICATION INSTRUCTIONS

1. To apply, please visit: <https://www.calopps.org/mill-valley/job-20417533>
2. Utilizing the application process in the above link, please also upload your Cover Letter and Resume.

Resumes will not be accepted in lieu of the City's official application form but should accompany the application.

Priority filing deadline is 5:00 P.M. Thursday, Sep 28, 2023.

FOR QUESTIONS PLEASE CONTACT

Seth Allingham, Human Resources Manager
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Mill Valley, CA 94941
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The City of Mill Valley is an Equal Opportunity Employer.