



THE CITY OF ROCKLIN ANNOUNCES AN
OPENING FOR:

BUILDING DIVISION SUPERVISOR

\$78,800 - \$108,627

The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.

[APPLY HERE](#)

**Application Deadline:
Open Until Filled**

(First review of applications Friday, February 14, 2020)



CAREER OPPORTUNITY

The City of Rocklin is now accepting applications for Building Division Supervisor. This position works within the Community Development Department and provides supervision over assigned building inspection staff; performs complex combination inspections of residential, commercial and industrial building sites to ensure compliance with all applicable laws and codes; performs plan checks on a variety of construction and modification projects; provides a variety of information to property owners, developers, architects, engineers and contractors; and assists with the administrative duties of the division.

This is the advanced journey, supervisory level class in the building inspection class series. Incumbents direct the work of building staff while personally performing the more complex, difficult or controversial work. The incumbent operates with considerable autonomy and is expected to perform duties and make decisions with a high degree of independence. The class is distinguished from the Building Inspector II position in that the latter performs routine plan reviews and/or inspections and does not supervise staff.



COMMUNITY

The people who live and work in the City of Rocklin are the heart of the community and have built a special place for residents and visitors. Rocklin is a preferred location for business and living due to its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety. Rocklin was recently named as one of top 100 Cities to live in America by Money Magazine, and was named the best place in Placer County to raise a family by Niche.com. Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to UC and CSU universities and William Jessup University, a fast-growing private, 4-year university.

Due to Rocklin's low crime rates and top-notch public safety professionals, Rocklin is one of the top 20 safest cities in California. Rocklin also has a flourishing park system, with a park located within a half mile of nearly every resident in the City. Public and private development is creating an environment that supports vibrant entertainment, commercial activity, and residential options. Business attractions in the City feature large retailers like Bass Pro Shops, farm-to-fork restaurants including the Chef's Table, and award winning breweries such as Moksa Brewing Co.

The City of Rocklin is located in South Placer County at the intersection of Interstate 80 and State Highway 65, and is characterized by rolling hill terrain with 360-degree panoramic views of the Sierra Nevada Mountains to the northeast and to the Sutter-Butte mountain range in the West. With an estimated population of 70,000 people, Rocklin is one of the fastest growing cities in California, with approximately 65% of its growth since 2000. Rocklin was first recognized as a destination along the transcontinental railroad in 1864, about the same time granite mining began. The City was incorporated in 1863 during the heyday of railroad and granite mining activity. By 1910, 22 quarries operated in Rocklin, and in 1912, nearly 2,000 train carloads of granite were sent out of town to become part of the state capitol building and buildings in San Francisco.

TEAM ROCKLIN CULTURE

As an organization, the City of Rocklin is dedicated to maintaining a high standard of service, a collaborative team environment, innovative ideas, transparency, and on-going training and development. Team Rocklin takes pride in serving the citizens and maintaining a safe and thriving community. Rocklin team members appreciate the strong support they receive from the citizens who respect and value what they do to keep the City a great place to live, work and play. Working at the City of Rocklin, you can see firsthand the strong sense of community and high standard of service. Rocklin continues to be an innovative leader that is creating its own identity by challenging the status quo. Team Rocklin members are capable experts in their fields, who work together to accomplish the strategic objectives set forth by the City Council.



BENEFITS

■ Medical/Retiree Health

A variety of plans are offered through CalPERS. The City contributes up to \$1,200 per month to active employees and eligible retirees, and the employee pays the difference. Employees who retire by 6/30/2021 are guaranteed the City's \$1,200 per month contribution for retiree health.

■ Dental and Vision

City-paid for employee and dependents

■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @ 62 (PEPRA) employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 (Classic) employees: Current CalPERS members or former CalPERS members without a break of service of more than 180 days.

■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

■ Insurance

Life Insurance and AD&D: City paid \$50,000

Long-Term Disability: Coverage is 50% of monthly salary up to \$6,000 per month.

[Click here to view Benefits Summary](#)

ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Provides exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, and responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
- Plans, prioritizes, assigns, supervises, and reviews the work of assigned staff; trains and instructs employees in work methods, use of tools and equipment, and relevant safety precautions.
- Researches, develops, and implements training programs, field safety programs, policies, and procedures to ensure accurate and uniform application of building, plumbing, mechanical, electrical, fire and related codes.
- Provides supervision and participates in all work activities of the Building Division including building permit processing and record keeping, day-to-day coordination of field inspection schedules, inspections of buildings and structures in all stages of construction, review of construction plans and specifications for compliance with building codes, and code enforcement.
- Performs field inspections of new and existing commercial, industrial, and residential properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, fire, life safety, and other functional elements.
- Reviews a wide variety of residential, commercial, and industrial construction plans and documents to ensure compliance with applicable laws, codes, and ordinances.
- Explains procedures and requirements for applications for building permits; reviews building permit applications and plans for completeness and general compliance with state and local codes.
- Assists in developing and presenting informational programs to homeowners, builders, and businesses concerning Building Division activities.
- Confers with the general public, developers, engineers, architects, contractors, and property owners to explain building code requirements interpretations and restrictions, city ordinances, and other related requirements; researches and analyzes alternative procedures and recommendations as appropriate; attempts to resolve difficult inspection, plan review, permit issuance and enforcement complaints and problems before they escalate.
- Confers with legal, fire, and public services personnel regarding building, fire, life, safety, zoning and other code interpretations and applications.

[Click here to view job specification](#)



MINIMUM QUALIFICATIONS:

Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in construction technology, building plans review, building inspection or a related field.
- Three (3) years of experience in building plans review and/or the enforcement of building codes with a public agency at a level equivalent to the City of Rocklin's class of Building Inspector II. This work must have included significant public contact and the exercise of investigative or inspection skills. Project leadership or supervisory experience is desirable.

LICENSE REQUIREMENTS:

- A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.
- Certificate as a Combination Inspector from the International Code Council is required at time of appointment.
- Certification from the California Access Specialists program (CAsp) must be obtained within twelve (12) months of appointment.
- A certificate as a Building Plans Examiner from the International Code Council is highly desirable.
- A certificate as a Fire Plans Examiner from the International Code Council is highly desirable.

PREQUALIFICATION QUESTIONNAIRE

1. Do you have a certificate as a Combination Inspector from the International Code Council? If yes, please attach your certificate.

SUPPLEMENTAL QUESTIONNAIRE

1. After reviewing the minimum qualifications, describe how your education and experience qualifies you for this position.
2. Do you have certification from the California Access Specialists program (CAsp)? If yes, please attach your certificate.
3. Do you have a certificate as a Building Plans Examiner from the International Code Council? If yes, please attach your certificate.
4. Do you have a certificate as a Fire Plans Examiner from the International Code Council? If yes, please attach your certificate.

APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Department at the address below. Incomplete applications will not be accepted. [Electronic submittals](#) are preferred.

City of Rocklin - Human Resources Department
City Hall, 2nd Floor, 3970 Rocklin Road,
Rocklin, CA 95677

Telephone: (916) 625-5050 FAX: (916) 625-5099
Job Line (916) 625-5060

SELECTION PROCESS

[APPLY HERE](#)

The recruitment will be open until filled. Applications will be screened and interviews will be conducted during the recruitment period. **The first review of applications will be February 14, 2020.** Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment physical examination, drug screening, and live scan clearance. All applicants will be notified by e-mail following application review.

Application Deadline:

Open Until Filled

First review of applications 2/14/2020

The City of Rocklin is an equal opportunity employer.

If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Department upon submittal of the application. Medical disability verification may be required prior to accommodation.