



We invite applications for the position of:

Building Inspector I/II

Building Inspector I \$7,957- \$9,490 Monthly

Building Inspector II \$8,757 - \$10,439 Monthly

Plus a comprehensive benefits package

The City of San Mateo Community Development Department is looking for a Building Inspector I/II

Why Join our Department?

The City of San Mateo is a very progressive City that encourages staff and resident engagement to develop positive solutions that meet the demands of our community. You'll be joining a talented team in a fast-paced, dynamic work environment dedicated to serving the San Mateo community. The Community Development Department's core function is to ensure a quality-built environment, healthy neighborhoods, and a strong economic base in the City.

The Community Development Department is staffed by 50 employees. The Department, which is divided into four divisions: Building, Code Enforcement, Housing and Planning, provides a broad range of functions relating to the development of the community. The Planning Division provides long-range planning and review of applications for new developments. The Code Enforcement Division provides maintenance of the city's neighborhoods. The Housing Division provides development and administration of affordable housing programs. The Building Division provides construction permit review, issuance, and inspection for residential and commercial structures. The Building Division is currently seeking to fill a vacancy for the position of Building Inspector I/II.

Collaboration, Innovation, Respect, Creativity, Transparency and Informed Risk-taking are attributes that we are seeking in the candidates.

What You'll Do

To conduct inspections of routine and intricate structural and building systems during different phases of construction, modification, and repair projects; to collaborate with other departments and conduct investigations to ensure adherence to housing, zoning, environmental, and overall land use regulations; to assist in the examination of building plans and specifications; to maintain accurate records utilizing software and computer systems; and to perform related tasks as necessary.

For a complete list of duties, reference our job specifications at www.cityofsanmateo.org.

EXAMPLES OF DUTIES - Depending upon assignment, duties may include, but are not limited to, the following:

Building Inspector I/II

- Conduct combination field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling; ensure proper and safe installations of routine and complex building systems; ensure building progress conforms to all applicable California Building Standards (Title 24, California Code of Regulations), City adopted codes and ordinances, and pertinent provisions of Federal, State and County health and environmental ordinances.
- Respond to emergencies when called upon by supervisor, or emergency dispatchers, to assist as technical expert in evaluation of safety.
- Issue permits for work to be performed.
- Review plans and specifications.
- Assist in the plan checking of residential and commercial projects.
- Participate in Fire Department and County Health Department inspections as required in one or more inspection disciplines such as electrical, plumbing, or mechanical.
- Coordinate inspection activities with other City departments to ensure compliance with conditions attached to projects by the Development Review Board, the Planning Commission or the City Council.
- Conduct inspections with the Code Enforcement officers to verify complaints and/or conditions violating building and zoning codes; conduct follow up inspections to check and verify that conditions are completed.

- Conduct inspections, prepare reports and serve as needed to assist the City Attorney in legal actions initiated by the Building Division.
- Respond to and resolve citizen inquiries and complaints regarding the City's building inspection function.
- Advise property owners, contractors, and others on matters relevant to construction and repair methods and materials; interprets codes and regulations and explains inspection programs; investigates and resolves complaints and problems.
- Retrieve, investigate and analyze building, assessor's parcels, files and other computerized records from computer database as required.
- Confer with architects, contractors, builders and the general public in the field and office; explain and interpret requirements and restrictions; review reports from special inspection agencies, engineers, and architects relating to specific projects.
- Maintain accurate and detailed records and prepare reports.
- Monitor compliance, including after violations.
- Provide public assistance and information over the counter.
- Conduct review of complex technical documents for conformance with accuracy, industry standards, codes, ordinances, and regulations.
- Prepare reports, warning letters, citations, calculations, analysis, grants, diagrams, or technical materials for City, City Committees, public vendor, state and federal filings, and advisory reports.
- Participate in the development of policies and procedures and make recommendations on programs and projects.
- Proficient in using computer software and specialized equipment relevant to job duties.

Who You Are:

An individual who possesses thorough **knowledge** of:

- Methods of building construction.
- Accepted Safety standards.
- Research methods and sources of information related to building code enforcement.
- Building related codes and ordinances enforceable by the City, including the California Building Codes, zoning ordinances, and other environmental codes and energy regulations.
- Appropriate fire, life, and safety prevention methods in construction.

An individual who possesses the **ability** to:

- Learn to perform inspections in a variety of specialty trade areas and to perform competent and efficient work as a combination Building Inspector.
- Learn to enforce a variety of zoning, general land use and related City codes.
- Communicate clearly and concisely, both orally and in writing.
- Read and interpret building plans, specifications, and building codes.
- Enforce necessary regulations with firmness and tact.
- Proficient in utilizing computer systems and related software to execute job-related tasks.
- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices.
- Work independently without supervision.
- Perform the most complex duties related to building inspection.
- Research issues relevant to assigned area of responsibility, evaluate alternatives, make reasoned recommendations, and prepare and present effective reports.
- Review plans and specifications for building related construction and determine practicability of plans, compliance with regulations and validity of permits.

What You Bring

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Building Inspector I:

Experience and Education

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

- At least three years of experience in the building construction field as a journey level plumber, electrician, carpenter or related craftsman.

Education:

- Equivalent to completion of the twelfth grade.

License or Certificates:

- Possession of an appropriate, valid California driver's license.
- Possession of, or ability to obtain, within one year, certification as a Building Inspector issued by the ICC (International Code Council) or other equivalent state, national, or international association.

Building Inspector II (in addition to the qualifications for Building Inspector I):

- Two years of responsible experience performing duties comparable to those of a Building Inspector I.

License and Certificates

- Possession of certification as a Building Inspector issued by the ICC (International Code Council) or other equivalent state, national, or international association. Possession of an appropriate, valid California drivers' license.

Highly Desirable

- Experience with customer service, commercial inspections, and proficiency in utilizing technology such as Microsoft Office 365, Teams, SharePoint, and permitting software.
- Equivalent to the completion of an Associate's degree from an accredited college with major courses work in planning, architecture, construction technology or a related field is desirable

What We Offer

- Comprehensive benefits package including generous paid leave and health benefits
- CalPERS retirement 2% @ 55 for classic members; 2% @ 62 for new members. Classic employees contribute 8.23% to CalPERS and New members contribute 7.5% to CalPERS
- Participation in the Social Security Program
- Retirement Health Savings Account: City contribution of 1% of base salary
- Deferred Compensation: City will contribute 0.5% and match up to 0.5% of base salary
- Free Fitness classes through City of San Mateo Parks and Recreation, Employee Assistance Program and Credit Union Membership
- For more information, please refer to the San Mateo City Employees' Association [Benefits Summary](#)
- This classification is represented by the San Mateo City Employees' Association

Are You Ready? Apply.

Submit an online application, résumé (*required*) and supplemental questionnaire at www.calopps.org or to the Human Resources Department, City of San Mateo, 330 W. 20th Avenue, San Mateo, CA 94403, (650) 522-7260.

Application Deadline

Recruitment will close by **Wednesday, November 5, 2025 @ 11:59 p.m. or** upon receipt of the first 50 applications, résumés and supplemental questionnaires, whichever occurs first.

Interview Process

All applications, résumés and responses to the supplemental questions will be reviewed for minimum qualifications. **Résumés are required.** Based upon a review of employment applications and résumés received, a limited number of the most highly qualified applicants will be invited to participate in the examination process. An eligible list will be established from those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for six months unless exhausted sooner. Once placed on an eligible list, and at the time a vacancy needs to be filled, eligible candidates may be contacted for additional interviews.

An online oral panel interview is tentatively scheduled for: Thursday, December 11, 2025

An employment list will be established for those who pass the examination process. Current and future vacancies may be filled from this list. The list will remain in effect for at least 6 months with the possibility of an extension for an additional 6 months. Once placed on an employment list, and at the time a vacancy occurs, eligible candidates may be contacted by the hiring department and scheduled for additional department interviews.

Date Posted – September 24, 2025

Note: The City of San Mateo reserves the right, at its discretion, to limit the number of qualified candidates invited to the selection process. ALL RESPONSES WILL BE CONDUCTED VIA THE EMAIL ADDRESS PROVIDED IN YOUR ONLINE APPLICATION. Therefore, it is imperative that you provide an email address to which you have access, and it is recommended that you frequently check your email for notices from: sanmateo@CalOpps.org

Fine Print

Prior to hire, candidates will be required to successfully complete a pre-employment process, including a driving record review, reference check, and Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background checks. A conviction history will not necessarily disqualify an applicant from appointment. The policy of the City of San Mateo is to grant equal employment opportunity to all qualified persons without regard to race, color, sex, age, religion, ancestry, physical or mental disability, sexual preference, marital status, or national origin. It is the intent and desire of the City of San Mateo that equal employment opportunity will be provided in recruiting, hiring, training, promoting, wages, benefits, and all other privileges, terms and conditions of employment. In compliance with the Americans with Disabilities Act, applicants requiring accommodations for any part of the testing or recruitment process must notify yshukhat@cityofsanmateo.org or (650) 522-7263 seven (7) days in advance of the deadline for the part of the process requiring accommodations. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act. Do not upload any documents related to your request for accommodation in CalOpps. The City of San Mateo complies with employment provisions of the Americans with Disabilities Act.

**CITY OF SAN MATEO
Building Inspector I/II
Supplemental Questionnaire**

*Please provide answers to the following questions, limiting your response to one (1) page each. Responses to the supplemental questions will be used in the selection process. Usage of Artificial Intelligence (AI) software (e.g., ChatGPT) is not acceptable. Neatness, clarity of expression, grammar, spelling, and ability to follow instructions will be considered in evaluating your responses. Failure to answer the questions will result in an incomplete application packet and your application will not be considered for the position; do not put "see resume" or copy parts of resume/work duties as a response. **(Questionnaire responses must be submitted with the employment application.)***

1. List the professional certifications (e.g., International Code Council, CSLB, State Certifications), advance education degree, and training courses you have completed as related to the Building Inspector position.
2. Describe your construction experience and any experience inspecting commercial, industrial, and residential buildings for determining compliance with state and local codes.
3. Technology is an integral part of our work — from virtual inspections and recordkeeping to communication and digital plan reviews. We use platforms such as Microsoft Teams, Zoom, SharePoint, Outlook, Adobe Acrobat, Bluebeam, and Tyler EnerGov permitting system. Please describe your experience using these or similar platforms, including examples of how you have applied technology in your work, and indicate your comfort level with using technology.