



# SAN RAFAEL

THE CITY WITH A MISSION

## BUILDING INSPECTOR I/II

Level I: \$5,402 - \$6,567 per month

Level II: \$5,962 - \$7,247 per month

Plus excellent benefits

***Deadline to apply: Apply by Monday, August 12, 2019 for first consideration***

### ***THE POSITION:***

The City of San Rafael is recruiting for a Building Inspector I/II for the Community Development Department. Under general supervision, this position inspects buildings, examines plans and specifications in the enforcement of laws regulating construction of buildings in the City of San Rafael, issues building permits and collects fees.

**Building Inspector I:** This position performs the more routine tasks and duties; will perform inspections of residential construction and less complex commercial and industrial properties. This position is typically used as a training class. Employees in this class may have only limited or no directly related work experience.

**Building Inspector II:** This is the full journey level. Employees in this position are assigned inspections of all types, sizes, and complexities of commercial, industrial and residential construction, including disabled access compliance. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Employees in this position shift away from office and group fieldwork to more defined, independent work.

### ***This position performs the following essential job duties:***

- Issues building permits at the front counter.
- Makes inspections in the field of building construction, plumbing, electrical and gas installations in residential, business, and industrial and public buildings.
- Conducts final inspections in the field of completed buildings giving approval to acceptable standards.
- Reviews and investigates violations of building laws.
- Checks plans for completeness and accuracy before issuing permits.
- Tours City to check structures for compliance with building codes.
- Provides information to the public regarding building requirements.
- Maintains files and reports concerning inspection activities and findings.
- Prepares written reports and notices pertaining to code violations.
- Performs related duties as required.

### ***KNOWLEDGE/ABILITY TO:***

- Knowledge of Federal, State and Municipal Codes, ordinances and regulations relating to building construction, plumbing and gas installations.
- Knowledge of building construction safety standards.

- Knowledge of principles, techniques of building inspection and engineering mathematics.
- Knowledge of accepted safety standards and methods of construction.
- Knowledge of California State Building Codes and local ordinances.
- Ability to resolve disputes concerning code requirements and effect compliance.
- Ability to deal effectively with people involved with building construction, particularly contractors, architects, developers, engineers, and property owners.
- Ability to review construction plans and conduct field inspections of buildings, subdivisions, improvements, and site development projects.
- Ability to analyze, interpret and accurately check building plans and specifications.
- Ability to prepare clear and comprehensive written reports.
- Ability to maintain cooperative working relationships with engineers, architects and contractors, officials, employees and the general public.
- Ability to apply building related codes and ordinances, including the California Building, Electrical, Plumbing, Mechanical Codes, and local zoning codes.

***EDUCATION and/or EXPERIENCE:***

**Building Inspector I:**

- Graduation from an accredited high school or equivalent based on courses taken from an accredited educational institution, (Additional qualifying experience may be substituted for the required education on a year-for-year basis) **AND**
- Two (2) years of responsible experience in a variety of building construction work.

**Building Inspector II:**

- Graduation from an accredited high school or equivalent, based on courses taken from an accredited educational institution, (Additional qualifying experience may be substituted for the required education on a year-for-year basis) **AND**
- Five (5) years of progressively responsible experience in a variety of building construction work; at least two (2) years **MUST** be in an inspection capacity.

***CERTIFICATES/LICENSES/REGISTRATION/SPECIAL REQUIREMENTS:***

- Ability to maintain a California Driver's License and maintain a satisfactory driving record.
- Within one (1) year of employment, **MUST OBTAIN** ICC Building Inspector Certification as a condition of continued employment.

***LANGUAGE/MATHEMATICAL/REASONING SKILLS:***

- Ability to read and interpret documents such as rules, operating and maintenance instructions and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak to contractors, architect, homeowners and other employees.
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, and percentages.
- Ability to apply concepts of basic algebra.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

***PHYSICAL DEMANDS/ WORK ENVIRONMENT:***

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to climb or balance and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift and/or move up to 100

pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly exposed to outdoor weather conditions and regularly works in inside environmental conditions. The employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate but occasionally loud. The nature of the work requires the individual to climb ladders or scaffolding in order to access and walk on rooftops. A sense of balance is required to walk on pitched rooftops. The job also requires the ability to access and enter cramped quarters such as crawl spaces located under homes, or spaces such as attic areas. Working within the crawl space may bring the building inspector into contact with reptiles, insects, and/or rodents. While conducting an inspection, it may require the incumbent to walk over rough, uneven, and rock surfaces.

***APPLICATION AND SELECTION PROCESS:***

**City of San Rafael application is required.** Resumes do not substitute for the City application. Candidates should detail related education and experience on the application since this information will be used to determine who will be invited to participate in the next phase of the examination process. The examination process may include any or all of the following: application appraisal and oral board interview examination. Note: Prior to appointment, candidate must pass a background check, fingerprinting, DMV and pre-employment physical. To file an application, go to [www.calopps.org](http://www.calopps.org). Select "Member Agencies". Select "San Rafael". Follow this link to apply for this position: <https://www.calopps.org/san-rafael/job-19892987>

***Reasonable Accommodation:*** The City of San Rafael will make reasonable accommodations in the exam process to accommodate disabled applicants. If you have a disability for which you require an accommodation, please contact us at (415) 485-3474 before the oral board date.