



SAN RAFAEL

THE CITY WITH A MISSION

Building Inspector I/II

Level I: \$6,200 – 7,536 per month

Level II: \$6,842 - \$8,317 per month

Plus Excellent Benefits

APPLICATION DEADLINE: *Apply by Tuesday, May 28, 2024, for first consideration*

The City of San Rafael is recruiting for a Building Inspector to work in our Community Development Department. Under the direction of the Chief Building Official, the Building Inspector I/II inspects buildings, reviews plans and specifications in the enforcement of laws regulating the construction of buildings in the City of San Rafael, issues building permits and collects fees.

Building Inspector I: This class performs the more routine tasks and duties including inspections of residential construction and less complex commercial and industrial properties. This class is typically used as an entry-level class. Employees in this class may have limited or no directly related work experience.

Building Inspector II: This class performs the full range of duties as assigned including all types, sizes and complexities of commercial, industrial and residential construction, including accessibility 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. Positions in this class shift away from office and group fieldwork to more defined, independent work.

THE CITY is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment. San Rafael (population 61,000) is a full-service city with a city council/city manager form of government with 12 departments, more than 400 employees, and an annual budget of \$172 million. The City's vision is to be a vibrant economic and cultural center reflective of its diversity. The City Council is engaged and seeks to strengthen the urban and commercial areas as well as sustain the beautiful natural environment.

San Rafael's Organizational culture framework is an initiative called ["Together San Rafael."](#) City employees are our greatest asset, and we seek talented individuals with diverse backgrounds who are creative, curious, and excited about a challenge. We are a results-driven team focused on the needs of community members. The [Together San Rafael initiative is focused](#) on modernizing City services and increasing the engagement of employees. This initiative recognizes the interconnectedness of the customer and employee experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES: This list is intended to be illustrative and does not represent an exhaustive list of duties and responsibilities. Incumbents may not perform all duties and responsibilities listed. Other duties may be assigned.

- Issues building permits at the front counter.
- Review plans for completeness and accuracy before issuing permits.
- Makes inspections in the field of building construction, plumbing, electrical, mechanical, Green Building, and energy, in residential, commercial, industrial, and public buildings.
- Conducts final inspections in the field of completed buildings giving approval to acceptable standards.
- Investigates complaints of building code or County code violations and issues “Stop Work” orders or “Notice of Violation” in situations of non-compliance.
- Coordinates inspection and investigation activities with other departments and external agencies as required.
- Tours City checking structures for compliance with building codes.
- Provides information to the public regarding requirements.
- Explains code or ordinance requirements to City personnel, builders, architects, contractors, and the public.
- Maintains files and reports concerning inspection activities and findings.
- Prepares written reports and notices pertaining to code violations.
- Performs related duties as required.

KNOWLEDGE OF/ABILITY TO:

- Federal, State and Municipal Codes, ordinances and regulations relating to building plumbing, electrical, mechanical, Green Building and energy.
- California Building, Plumbing, Electrical, Mechanical, Green and Energy Codes.
- Principles, techniques of building inspection and engineering mathematics.
- Accepted safety standards and methods of construction.
- Accessibility requirements.
- Effectively read blueprints and construction drawings.
- Resolve disputes concerning code requirements and effect compliance.
- Use tact and good judgment effectively in dealing with people involved with building construction, particularly contractors, architects, developers, engineers, and r=property owners.
- Review construction plans and conduct field inspections of buildings, improvements, and site development projects.
- Analyze, interpret and accurately review building plans and specifications.
- Make sound decisions in a manner consistent with the essential job functions.
- Prepare clear and comprehensive written reports.
- Maintain cooperative working relationships with engineers, architects and contractors, officials, employees and the general public.
- Apply building related codes and ordinances, including the California Building, Plumbing, Electrical, Mechanical, Green Building, Energy, Accessibility, and local zoning codes.

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, architects, homeowners, and other employees.
- Ability to calculate figures and amounts such as discounts interest, commissions, proportions, and percentages.
- Ability to apply concepts of basic geometry and 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.

EDUCATION AND/OR EXPERIENCE:

Building Inspector I:

- Graduation from an accredited high school or equivalent based on courses taken from an accredited education 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 or as a licensed general contractor. A college degree in a construction-related subject or building inspection program may substitute for one year of the experience.

Building Inspector II:

- Graduation from an accredited high school or equivalent based on courses taken from an accredited education 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 or as a licensed general contractor. A college degree in a construction-related subject or building inspection program may substitute for one year of the experience, **AND**
- At least two (2) years must be in an inspection capacity equivalent to a Building Inspector I for a government agency.

CERTIFICATES/LICENSES/REGISTRATIONS (SPECIAL REQUIREMENT):

- Ability to obtain a California driver's license and maintain a satisfactory driving record; **AND ONE** of the following:

Building Inspector I:

- Must hold or obtain within one-year of hire an International Code Council (ICC) B1 Residential Building Inspector or B2 Commercial Building Inspector certification and must maintain certification through the entire term of employment in this job classification.

Building Inspector II:

- At time of hire/promotion into this classification, must hold an International Code Council (ICC) B1 Residential Building Inspector or B2 Commercial Building Inspector certification. Within one (1) year of hire/promotion into this classification, must obtain one or more of the following ICC certifications:
 - P1 Residential Plumbing Inspector
 - M1 Residential Mechanical Inspector
 - E1 Residential Electrical Inspector
 - Or, the commercial equivalent.
- Must maintain both certifications through the entire term of employment in this job classification.
- Additional ICC certifications including RS Residential Combination Inspector or C5 Commercial Inspector and the California Accessibility Specialist (CASp) are highly desired.

PHYSICAL DEMANDS:

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.

WORK ENVIRONMENT:

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, written examination, oral board interview examination and/or performance examination. Note: Prior to appointment, the candidate must pass a pre-placement physical examination, drug screen, in-depth background check, and fingerprinting.

To file an application online, go to www.calopps.org. Select "Member Agencies". Select "San Rafael". Or, follow this link to submit your application: <https://www.calopps.org/san-rafael/job-20502788>.

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 accommodation, please contact us at (415) 485-3474 before the oral board date.