



BUILDING INSPECTOR I/II
Community Development Department
Building, Life, & Environmental Safety (BLES) Division

Inspector I: \$6,584.25 - \$8,222.92 monthly, plus excellent benefits

Inspector II: \$6,920.17 - \$8,642.42 monthly, plus excellent benefits

APPLICATION CLOSING DATE:
Monday, August 19, 2019 at 5:00 p.m.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, there are **three (3) required items that must be submitted** in order for you to be considered:

- A completed City of Gilroy online application including supplemental question responses.
- A detailed resume that highlights your related skills and experience.
- Copies of ICC and/or ICBO certifications (if in possession of).

ABOUT THE POSITION

The City of Gilroy is currently recruiting for two (2) full-time Building Inspector I/II positions, to be filled at either level. The goal for the Community Development Department Building, Life & Environmental Safety (BLES) Division is to provide comprehensive plan check and building inspection services in accordance with local, state, and federal statutes to ensure compliance in construction with approved building codes as a measure of ensuring the life safety of buildings, and people.

GENERAL DESCRIPTION:

Under direct supervision of the Building Official, inspect buildings being constructed, altered and/or repaired to determine compliance with building and zoning laws and ordinances; inspect structures, electrical, mechanical and plumbing installations in commercial/industrial buildings and residences for compliance with applicable codes and standards.

IDEAL CANDIDATE

The “ideal candidate” for this position will:

- Possess at least one (1) ICC residential inspection-related certification at the time of application.
- Three (3) years of journey level building construction experience in a related trade at the time of application.
- Possess an Associate’s Degree in Construction Technology.
- Possess prior experience successfully supporting customers in a fast-paced and demanding customer service environment.
- Have the ability to effectively communicate technical information, such as codes, regulations, inspection requirements.
- Have the experience to conduct plan reviews on residential and commercial projects such as residential additions and alterations and minor tenant improvements.
- Be self-motivated, team oriented, organized and comfortable working and dealing with the general public and design professionals.
- Be helpful, friendly, and solution-oriented when completing inspections and plan reviews.

1st YEAR KEY PROJECTS:

- Become familiar with the City of Gilroy’s mission and values.
- Establish department mandated consistency in performing work assignments, understand and prioritize daily work assignments to provide effective and efficient task results.
- Provide input that adds value to the inspection team.

EXAMPLES OF DUTIES:

Building Inspector I:

- Inspect residential, commercial and industrial buildings in various stages of progress against plans or specifications to ascertain code compliance for structural, electrical, plumbing, mechanical, energy, and physically challenged installation and workmanship.
- Inspect buildings for compliance with City and State building, zoning and contractor's laws and ordinances, Uniform Codes, and proper safety practices.
- Check building plans, drawings, sketches or blueprints, or proposed construction for compliance with the Uniform Building Code.
- Discuss compliance problems with owners, contractors, foreperson and others.
- Issue stop-work orders in situations of deliberate or negligent non-compliance.
- Maintain records of inspections made and actions taken and prepare reports on permits issued.
- Perform housing code enforcement inspections.
- Maintain clear records, prepare reports and follow-up on non-permitted issues.

- Issue building permits.
- Inspect concrete pours, installation of underground utilities, and other related items as required.
- Investigate complaints and disputes.
- Participate in training programs.
- Perform related work as required.

Building Inspector II (includes all of the above plus the following duties):

- Inspect complex buildings for compliance with City and State building, zoning, and contractor's, laws and ordinances, Uniform Codes, and proper safety practices.
- Check building plans (commercial and industrial mechanical, electrical, plumbing systems), drawings, sketches or blueprints, or proposed construction for compliance with all applicable codes.
- Investigate complaints and disputes.
- May issue citations for violations of code provisions.
- May lead and oversee the work of other inspectors, including contract inspectors.
- Evaluate workload and distribute inspection work, as needed.
- Assist Building Inspector I in code interpretation and compliance issues.

EDUCATION/EXPERIENCE REQUIREMENTS:

Building Inspector I:

1. Minimum of a High School diploma or equivalent and **one of the following:**
 - One year of experience as an inspector enforcing building construction codes in the public or private sector, OR
 - Two years or more of verifiable half time experience is acceptable, OR
 - Three (3) years of journey-level experience in a related trade.
2. Possess and maintain a current International Conference of Building Officials (ICBO) or International Code Council (ICC) certification within in one year from the date of hire (***Note: preference may be given to candidate who already possesses inspection-related ICBO or ICC certifications.***)
3. Possess and maintain a valid California Driver License necessary to operate assigned vehicle(s).
4. Pass a post-offer medical examination, which includes a drug test.
5. Willingness to continue education and training by learning new skills as changes occur. Expand skills by taking additional courses, and attending seminars, workshops and individual study.
6. Pass a Department of Justice criminal record check for employment.
7. Prefer bilingual (English/Spanish)
8. Prefer a non- tobacco user.

Building Inspector II:

1. Possess Residential and Commercial Building, Mechanical, Electrical, and Plumbing Inspector Certificates from the International Code Council (ICC) OR Certificate of Registration as a Building Inspector and a Certificate as a Combination Dwelling Inspector from the International Conference of Building Officials (I.C.B.O.).
2. Three years of full-time work experience as Building Inspector I or equivalent (equivalency shall be made at the sole discretion of the city of Gilroy).
3. Certified Access Specialist (CASP) Certification highly desired.
4. Certified Building Plans Examiner or other certificates from the International Code Council (ICC) is desirable.
5. Graduation from high school or possession of a GED AND two years of college course work in building or construction technology or related field from an accredited college or university; OR graduation from high school or possession of a GED AND completion of a three year journeyman training program or equivalent (equivalency shall be made at the sole discretion of the city of Gilroy).
6. Possess and maintain a valid California Driver License and a safe driving record necessary to operate assigned vehicle(s).
7. Pass an employment background check including a Department of Justice criminal record check.
8. Pass a post-offer medical examination, which includes a drug test.
9. Prefer bilingual (English/Spanish).
10. Prefer non-tobacco user.

SUPPLEMENTAL QUESTIONNAIRE

The supplemental questionnaire for this position is part of the on-line application. You must file your responses via the on-line application process.

Supplemental Questions:

1. Describe your experience conducting the following and include a specific example to further illustrate your direct experience:
 - a. The most complex project you worked on.
 - b. Building residential inspections.
 - c. Building residential plan review.
2. Provide a specific example where you experienced a conflict in the field with a project contractor regarding the interpretation of the approved plans. Explain the steps you took to resolve the issue and the outcome.
3. The Building Inspectors assist the public with understanding the plan review and application process. Please describe your experience explaining technical information, applicable codes, regulations and procedures to the public. Please provide a specific example of a difficult situation in relaying technical information pertaining to a plan check you performed to a layperson homeowner and how you overcame the difficulty.

4. List the International Code Council (ICC) and other pertinent certificates you possess at this time.
5. A valid CA driver's license and a safe driving record are required for this position. Final candidates will be required to provide a current DMV report dated within the last 30 days. Please explain in detail any violations that appear on your driving record.
6. Please list five work-related references with contact information. (Note: references will not be contacted without candidate's authorization and this step is not completed until after the interview process.)

COMPENSATION AND BENEFITS

Health Allowance and Flexible Benefits Plan

Depending upon the number of dependents the health allowance ranges from \$811.46 to \$2,142.90 per month for core health benefits during the 2019 plan year. Subject to specific rules, a cash back program is also available with proof of other medical coverage. City employees participate in the PERS Health Program, and may choose their medical coverage from a variety of providers. The City's flexible benefits plan includes medical and dental coverage as core benefits. A range of optional benefits including vision care, medical and dependent care accounts are also available. A term life insurance policy equal to \$20,000, long-term disability plan, and an employee assistance plan are provided at City expense.

Other Benefits

The City currently offers the CalPERS 2.5% at 55 pension plan for "classic" members and 2% at 62 for "new" members. Currently, the city pays the full employer portion of the retirement contribution for "classic" members and 50% of the total normal cost for "new" members. The "classic" member contribution of 8% is a pre-tax payroll deduction; "new" members shall pay 50% of the total normal cost as set by CalPERS. **Anyone hired on or after January 1, 2013 will be subject to the applicable provisions, retirement formulas, and plan benefits/restrictions associated with the Public Employees' Pension Reform Act of 2013.**

Vacation, Sick Leave, Holidays

Annual vacation ranges from two to four weeks per year, based on years of city of Gilroy service. Employees accrue eight hours of sick leave each month. Employees receive 36 hours of personal leave time in July of each fiscal year which must be used during the fiscal year (pro-rated based on hire date). The City observes 10 paid holidays each year.

Medicare/Social Security

Employees participate in Medicare (1.45% for both the employer and employee) as this is a mandated federal program. City of Gilroy does not participate in Social Security.

Payroll

All City employees are paid monthly, on the first business day of each month for the previous month via direct deposit.

Representation: Persons appointed to this position on a full-time basis are covered by the AFSCME General Unit Memorandum of Understanding.

APPLICATION PROCESS

If you are interested in pursuing this exciting career opportunity, please attach and submit the following required items with your electronic NEOGOV application:

- **A completed City of Gilroy online application including supplemental question responses.**
- **A detailed resume that highlights your related skills and experience.**
- **Copies of ICC and/or ICBO certifications (if in possession of).**

City Application Form – Candidates must complete the NEOGOV City of Gilroy application form for this position and submit on line. Please prepare attachments prior to completion of the NEOGOV application as incomplete applications will not be accepted.

Apply Online: Go to <https://www.governmentjobs.com/careers/cityofgilroy>. You can apply online by clicking on the job title you are interested in and clicking on the "Apply" link. After viewing the Job Description, click the 'Apply' tab. If this is the first time you are applying using our online job application, you will need to create an account and select a Username and Password. After your account has been established, you can import your resume from LinkedIn, upload it from a saved document on your computer, or manually enter your personal information. This application will be saved and used to apply for future job openings.

Recruitment Schedule – Key Dates*

Application Closing Date:	Monday, August 19, 2019 at 5:00 p.m.
Oral Board Interviews:	Friday, August 30, 2019
Finalist Interviews:	Thursday, September 5, 2019

(*Note: The examination process/schedule may be changed as needed by the City.)

Only complete application packets will be reviewed. Only the most qualified applicants with the most relevant experience and education will be invited to continue in the selection process. In addition, final candidates for the position are required to pass an employment background check, State of California Department of Justice criminal records check, medical evaluation, and drug screen, given at the City's expense, prior to appointment. If special accommodations are necessary at any stage of the selection process, please contact the Human Resources Department right away 408-846-0228.

Attention: Communication regarding your status in this recruitment process will be conducted via e-mail. Be sure to include an e-mail address on the employment application. Applicants are responsible for notifying Human Resources of any changes to an e-mail address and/or other contact information.

**THE CITY OF GILROY IS AN EQUAL OPPORTUNITY EMPLOYER AND
SUPPORTS WORKFORCE DIVERSITY.**