



THE COMMUNITY DEVELOPMENT DEPARTMENT IS HIRING!

BUILDING INSPECTOR SPECIALIST (MECHANICAL)

**APPLICATIONS WILL BE CONSIDERED AS THEY
ARE RECEIVED. INTERESTED CANDIDATES ARE
ENCOURAGED TO APPLY IMMEDIATELY.**

This recruitment will remain open until filled





About Us

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 235,000 residents. As a full-service city, Fremont employs 962 regular employees and operates on a FY 2020-21 General Fund budget of \$213.4 million. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

The Department

The Community Development Department provides community planning, engineering, code enforcement, and building permit and inspection services. Using the City's General Plan and zoning and subdivision ordinances, the Department acts as the steward of the community by assisting the public through mandated development project reviews, the subdivision of land, and related public improvement plans.

To safeguard life, health, property, and the public welfare, the Department is also responsible for ensuring that buildings and public improvements are designed and constructed according to established standards and governing regulations. The City's capital assets - such as streets, parks, and public buildings - are designed and constructed under the Department's auspices.

Ideal Candidate

The City is searching for a self-motivated individual to join our team. In addition to the minimum qualifications and required licensures, the selected candidate must have strong customer service skills and the ability to perform a variety of complex building inspection functions. The Building Inspector Specialist must demonstrate the ability to communicate effectively orally and in writing, with the ability to be sensible, respectful, and patient working in a diverse environment. Experience with a public agency is desirable.



The Position & Responsibilities

- Performs inspections, plan check, and related duties in the specialized field of **mechanical building inspections**.
- Investigates unlisted equipment and suspect substandard installations to determine product equivalency.
- Resolves disputes over interpretation and application of building codes.
- Reviews building plans to determine compliance to specialized systems and methods and schedules of inspection.
- Meets with City officials, business representatives and the general public to discuss specialized facets of inspection, including procedures and problems.
- Represents the City at meetings and conferences.
- Reviews and approves building permits.
- Trains staff in assigned building inspection specialty.
- Performs combination building inspection duties.
- Prepares correspondence and reports.
- Maintains building inspection records.



Minimum Qualifications

The successful candidate will have any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactorily perform the essential duties of the job. A typical way to obtain the required knowledge and skills would be:

- **Education:** Graduation from high school or equivalent.
- **Experience:** Two years experience in building inspection work, including one year in a specialized field of mechanical inspections or equivalent specialized training or experience. In addition, incumbents must have a minimum of two years of experience equivalent to [Building Inspector II](#) in the City of Fremont (equivalent external experience may be considered at the discretion of the Fremont Building Official).

Licenses, Certificates & Special Requirements

- ICC Certification as a Residential Building Inspector and a Commercial Building Inspector.
- Three specialty certificates (residential or commercial - mechanical, electrical, plumbing) with a minimum of two commercial specialty certificates. Specialists must also have both Residential and Commercial trade certifications in the position's specialty (mechanical). ICC Fire Inspector II, NICET, or OSFM Fire Inspector may substitute as one commercial specialty certificate.
- Certified Access Specialist program (CAsp) is highly desirable.
- Possession of, or ability to obtain by the time of appointment and maintain during appointment, a valid Class C California Driver's License.



Compensation and Benefits

The annual salary is \$107,191—\$130,291 depending on qualifications.

Current benefit features include:

- **Medical** – A variety of plans are offered through CalPERS.
- **Dental** – Plans are offered through Delta Dental.
- **Vision** – Plans are offered through VSP.
- Cafeteria Benefits Plan for employees/dependents includes up to \$2,350 (2021) monthly to purchase medical, dental and vision plans; child care and medical expenses can be paid for with pre-tax dollars.
- **Retirement:** As defined by the Public Employees' Pension Reform Act of 2013 (PEPRA) and in the *CalPERS retirement system, Classic Members will receive CalPERS retirement benefits under the 2% at age 60 plan. New Members will receive CalPERS retirement benefits under the 2% at age 62 plan.
- **Deferred Compensation Voluntary Plan Options** – The City offers two optional 457 plans for employee participation.
- **Income Protection** – The City provides basic plan coverage for Life and Accidental Death and Dismemberment and Long Term Disability with additional coverage available for purchase by the employee.
- **Flexible Benefit Plan** – Employees have the option to contribute tax-free income for medical premiums, healthcare reimbursement and dependent care reimbursement.
- **Commuter Benefits (Parking and Transportation)** – Employees have the option to set aside money on a pre-tax basis to pay for work-related commuting and parking expenses.
- **General Leave** – Varies based on years of experience
- **Holidays** – 12 days paid and 1 floating holiday
- A complete benefits summary can be found at Fremont.gov or by using this link: [Benefits Summary](#)

This position is represented by the CFEA bargaining unit. The probationary period for this position is 12 months.

*Refer to CalPERS web site for complete definitions of Classic and New employees: www.calpers.ca.gov



How To Join Our Team

To be considered for this position, apply online by submitting a completed City application, resume and cover letter through our on line application system: www.fremont.gov/cityjobs.

The process may include individual and/or panel interviews, professional reference checks, fingerprint check for criminal history, and other related components. Only those candidates who have the best combination of qualifications in relation to the requirements and duties of the position will continue in the selection process. Meeting the minimum qualifications does not guarantee an invitation to participate in the process. If you are interested in employment in this classification, you should apply to ensure you are considered for additional opportunities that may utilize the candidates from this recruitment.

Tentative Recruitment Schedule

This position will remain open until filled. Interested candidates are encouraged to apply as soon as possible.

First Review of Applications: Applications reviewed as they are received.

Oral Board Interviews: Date(s) to be determined when a viable number of candidates is reached.

Hire Date: As soon as possible or at a mutually agreeable date.

Reasonable Accommodation

Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by sending an email to humanresources@fremont.gov.

The City of Fremont is an Equal Opportunity Employer.



The information contained herein is subject to change and does not constitute either an expressed or implied contract

Supplemental Questionnaire - Building Inspector Specialist

General Information

The completion of this supplemental questionnaire is required in order to be considered for the Building Inspector Specialist position, and is an integral part of the examination process to assess your qualifications and experience as it relates to the position. You will be prompted to respond to the following questions in the online application process:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer “see resume” or “see application” as these are not valid answers. Select “Yes” to reflect that you have read and understand this statement.
 - Yes
 - No
2. What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - Associate’s degree
 - Bachelor’s degree or higher
3. Do you possess at least two years experience in building inspection work, including one year in a specialized field of mechanical inspections or equivalent specialized training or experience? If so, please describe how you meet the experience requirement and include the number of years experience you have in building inspection work in a specialized field of mechanical inspections or equivalent specialized training or experience. Please also specify if you have work experience with a public agency.
4. Do you possess a minimum of two years of experience equivalent to [Building Inspector II](#) in the City of Fremont?
5. Please specify the certifications that you possess (select all that apply):
 - ICC Certification as a Residential Building Inspector
 - ICC Certification as a Commercial Building Inspector
 - I do not possess any of the required certification(s)
6. This position requires three specialty certificates (residential or commercial mechanical, electrical and plumbing), with a minimum of two commercial specialty certificates. Please specify the specialty certifications that you possess (Select all that apply):
 - Residential certification in mechanical
 - Residential certification in electrical
 - Residential certification in plumbing
 - Commercial certification in mechanical
 - Commercial certification in electrical
 - Commercial certification in plumbing
 - ICC Fire Inspector II
 - NICET
 - OSFM Fire Inspector
 - Other certification
7. If you possess another relevant certification(s) and/or if you are in the process of obtaining additional building inspector certifications, please include details, including the type of certification(s), and the date(s) you obtained the certification(s) or when you expect to receive the certification(s).
8. Do you possess a current and valid California Driver’s License?
 - Yes
 - No

Supplemental Questionnaire - Building Inspector Specialist

(Continued)

9. Do you possess certification as a Certified Access Specialist program (CASP)?

Yes

No

10. Please briefly describe why you are interested in the Building Inspector Specialist position. In your response, please describe your short and long term career goals.