

Building Inspector I/II



(<https://www.governmentjobs.com/careers/sunny>)



APPLY

Salary	\$44.98 - \$63.29 Hourly	Location ⓘ	Sunnyvale, CA
Job Type	Full-Time	Job Number	23-00253
Department	Community Development	Division	Building Safety
Opening Date	03/05/2024	Closing Date	Continuous

<u>DESCRIPTION</u>	<u>BENEFITS</u>	<u>QUESTIONS</u>
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Description

BUILDING INSPECTOR I/II **Regular Full Time Employment Opportunity**

This recruitment is open until filled and applications will be accepted on a continuous basis. The first review date is 10:00am on Tuesday, April 2, 2024. This recruitment may close at any time without notice so interested applicants are encouraged to apply early.

The City of Sunnyvale is seeking a Building Inspector to provide building construction inspections. Depending on the applicant qualifications, the position will be filled at the appropriate level/salary of either a Building Inspector I or Building Inspector II.

Our Building Safety team works as one solution-driven, cohesive team, and encourages leadership from the ground-up. Are you the next Building Inspector I/II to join our team?

This position is part of a 12-person building inspection team working on a variety of projects including single-family residential, commercial tenant improvements in existing and new buildings, new construction of large development projects of townhomes, multifamily, hotels, and Class A office buildings.

The ideal candidate will have strong technical knowledge of the building codes, is a good communicator to coworkers, contractors, and other members of the public. They will be able to prepare clear, concise, and comprehensive reports, correspondence, and other required documents. They will be required to maintain forms, records, and field reports relative to

inspection activities and to document findings.

The City of Sunnyvale offers:

- Comprehensive medical, dental, and vision benefits
- Classic CalPERS members have 4% of the employee contributions paid by the City, leaving only 3% for the employee to contribute.
- Retiree medical benefits available

Under direction of a Senior Building Inspector or Chief Building Official, performs responsible technical duties related to the review of construction plans and the conduct of field inspections on structures during various stages of construction for compliance with approved plans and municipal codes; performs plan and specification reviews; issues building permits; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

Building Inspector I is the entry-level classification in this job series. Initially, incumbents perform assigned duties under immediate supervision, while learning related policies and procedures.

Building Inspector I is distinguished from the Building Inspector II classification by the performance of less than the full range of duties assigned to the Building Inspector II. As experience is gained, there is a greater independence of action within established guidelines.

Building Inspector II is the experienced journey-level classification in this job series. Incumbents are expected to independently perform the full scope of duties associated with the review of construction plans and conduct of field inspections under general supervision. Building Inspector II is distinguished from the higher-level classification of Senior Building Inspector in that the Senior Building Inspector is the advanced journey level in the series responsible for providing technical and functional supervision to Building Inspectors. Positions in this class are flexibly staffed and are normally filled by advancement from the I level once the incumbent meets the qualification standards of the II level, demonstrates an ability to perform the full scope of work, and meets performance expectations. Incumbents are not automatically promoted to the higher level; the needs of the department determine the level of assignment.

Essential Job Functions

(May include, but are not limited to, the following):

- Performs field inspections of building construction, plumbing, mechanical and electrical installations in residential and commercial buildings to verify compliance with applicable building, plumbing, electrical, and mechanical codes, related City ordinances, and Federal, State and local statutes.
- Reads, correctly interprets, applies and uses building codes, municipal codes, ordinances and other related laws, regulations and policies.
- Communicates with property owners, contractors and others regarding local and State codes; explains requirements and ensures compliance with plans and codes and gives final sign-off approval.
- Issues instructions and makes recommendations for corrective action. Issues permits at One Stop Center, as assigned; receives and responds to customer questions.

- Provides information to the public regarding city codes relating to construction; assists architects, residential designers, engineers, contractors and property owners in interpreting and meeting code requirements.
- Prepares clear, concise and comprehensive reports, correspondence and other required documents; maintains forms, records and field reports relative to inspection activities and to document findings; performs office duties.
- Issues certificates of occupancy.
- Performs code enforcement work; investigates code violations and complaints; writes up inspection results and reports.
- Reviews plans and applications for building permits; issues building permits and other construction-related permits (electrical, plumbing, mechanical, etc.) as assigned.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. The position also requires near and far vision when performing tasks such as field inspections, in reading written reports and work related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag, carry and push equipment, tools and supplies up to 25 pounds is also required. Additionally, when performing field inspections, the incumbent may be exposed to biohazards and work in a variety of working conditions, including mechanical and electrical hazards, loud noise, and inclement weather conditions, such as wet, heat and cold. The nature of the work also requires the incumbent to climb ladders and steep slopes, and walk around construction worksites. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Minimum Qualifications

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

Building Inspector I

Graduation from high school or tested equivalent; AND

Two years of journey-level trades or contractor experience in a variety of building construction or inspection activities.

Building Inspector II

Graduation from high school graduation or tested equivalent; AND

One year of experience working for a public agency equivalent to a Building Inspector I with the City of Sunnyvale; AND Three years of journey-level trades or contractor experience in the building construction field in one or more of the principal construction areas (Carpentry, Electrical, Mechanical, or Plumbing); OR Graduation from high school graduation or tested equivalent; AND

Three years working for a public agency equivalent to a Building Inspector I with the City of Sunnyvale.

Knowledge of:Building Inspector I

- Practices, standards, methods, materials, and tools used in building design and construction including electrical, mechanical, plumbing and energy trades.
- Basic building code requirements.
- Office methods, procedures, software and equipment.

Ability to:

- Read, understand and interpret approved plans, specifications and construction plans accurately.
- Learn to identify building code compliance requirements and make appropriate recommendations for corrective actions.
- Inspect and analyze standard building construction; learn to identify code violations and recommend appropriate corrective measures to ensure compliance.
- Prepare and maintain accurate paperwork, including forms, records and reports.
- Make mathematical calculations.
- Interpret, apply and explain construction-related codes, regulations and policies.
- Operate a computer using word processing and business software and other office equipment.
- Understand and follow written and oral instructions.
- Communicate effectively, orally and in writing
- Establish and maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Demonstrate initiative and exercise good judgment in the performance of duties.
- Learn the operation, policy and procedures of the Community Development Department.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.
- Learn to ensure code compliance at the plan check level.
- Perform basic plan checking.

Knowledge of:Building Inspector II The above, plus:

- Building and related codes and ordinances enforceable by the City of Sunnyvale, including building code, electrical code, mechanical code, plumbing code, energy code, California Title 24 Disabled Access Standards, California Title 24 Energy Standards and other related laws, codes and ordinances.
- Proper inspection methods, procedures and materials.
- Principles of construction site management.

Ability to:Building Inspector II The above, plus:

- Independently inspect construction for compliance with applicable codes.
- Independently identify building code compliance requirements and make appropriate recommendations for corrective actions.
- Independently ensure code compliance at the plan check level.
- Apply applicable codes to identify and resolve varying issues.

Willingness to:

Travel to various sites within the City

Licenses/Certificates:

Possession and continued maintenance of a valid class C California driver's license and a safe driving record.

Building Inspector I: Possession, prior to the completion of probation, and continued maintenance of certification as a Residential Building Inspector (B1) by the International Code Council (ICC).

Building Inspector II: Possession, at time of hire, and continued maintenance of ICC Certifications: Residential Building Inspector (B1), Commercial Building Inspector (B2), Residential or Commercial Electrical Inspector (E1 or E2), Residential or Commercial Plumbing Inspector (P1 or P2), and Residential or Commercial Mechanical Inspector (M1 or M2).

DESIRABLE QUALIFICATIONS

College coursework in Building Inspection Technology

Green Building Professional Certification for the Building Inspector II

Application and Selection Process

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources by **10:00 am on Tuesday, April 2, 2024, to be considered in the first review of applications. Candidates are asked to fully describe any training, education, experience, or skills relevant to this position. Electronic applications may be submitted on-line through the City's employment page at [Sunnyvale.ca.gov](https://sunnyvale.ca.gov) (<https://sunnyvale.ca.gov/>) and click on JOBS. Late or incomplete applications will not be accepted.**

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of **an oral examination scheduled for Wednesday, April 24, 2024. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).**

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in a selection interview with the Community Development Department tentatively scheduled the week of April 29, 2024.** Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

ADDITIONAL INFORMATION

Summary of Sunnyvale's Employees Association SEA

(<https://www.sunnyvale.ca.gov/home/showpublisheddocument/456/637873715121630000>)

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job \(https://youtu.be/IOMHossB7bw\)](https://youtu.be/IOMHossB7bw) - YouTube (5:13)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

Agency

City of Sunnyvale

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408-730-7490

Website

<https://sunnyvale.ca.gov> (<https://sunnyvale.ca.gov>
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