



TOWN OF ROSS

invites applications for

BUILDING INSPECTOR I/II





BUILDING INSPECTOR I/II

The Town of Ross is seeking a full-time, hands-on Building Inspector I/II.

IDEAL CANDIDATE

Under the general supervision of the Planning and Building Director, the Building Inspector I/II is responsible for inspecting construction projects to ensure compliance with approved plans, specifications, and applicable building codes and regulations. This role involves conducting all residential, resale and commercial inspections, investigating complaints, providing technical guidance to applicants, coordinating with external agencies, time limits of completion enforcement and assisting at the building counter. The position requires a high level of independence and discretion.

The Ross Community



Ross is located in the heart of the Ross Valley in Marin County, approximately 12 miles north from the Golden Gate Bridge and 6 miles west from the Richmond-San Rafael Bridge. It is primarily a single-family residential community of approximately 2,530 residents. The town center includes the wonderful Ross Common, the nationally renowned Ross School and the small and charming Ross commercial area.

QUALIFICATIONS (not limited to the following)

Knowledge and Skills:

- In-depth application of principles and practices of the adopted Building, Plumbing, Mechanical, Electrical Codes, and pertinent state, county, and city codes and ordinances.
- Familiarity with construction methods, materials, and inspection techniques.
- Working knowledge of organizational administration, personnel management, and construction-related trades and agencies.
- Strong commitment to customer service and teamwork.
- Principles of structural design, engineering math, and soil engineering.
- Computer applications (Microsoft Office, Adobe, Permitting software like TRAKiT).

Experience:

- Building Inspector I- Minimum of 2 years in building inspection
- Building Inspector II - Minimum of 4 years in building inspection and plan review with increasing responsibility, including supervisory or lead roles.

Licenses/Certifications:

- Certification as a Building or Combination Inspector and Plans Examiner by the International Code Council (ICC) with the ability to obtain and renew additional ICC Building Inspector certifications relevant to duties as a condition of continued employment.
- The Plans Examiner certification shall be acquired within one year of the start date.
- This position requires the possession of a valid California driver's license to be maintained during employment.

BUILDING INSPECTOR I/II

The Building Inspector I/II receives **general supervision** from the Planning and Building Director and may also **exercise technical and functional direction** and provide training to other Town Staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform the inspections of residential and commercial buildings and structures to determine compliance with the structural, mechanical, plumbing, electrical, and housing codes and approved plans; review plans and applications for building permits and issue certificates of occupancy.
- Perform non-structural over-the-counter building plan reviews of construction documents for permit applications and plans as needed in coordination with staff.
- Prepare detailed inspection reports and notices for corrections or violations as required, and input data into the permit system software for the tracking of the building permit process.
- Administer construction time limit regulations and conduct resale inspections.
- Ensure consistent application of codes and regulations, including the time limit of construction program.
- Interpret and enforce building codes during inspections of construction, alterations, and repairs.
- Offer technical support and code clarification to stakeholders.
- Issue enforcement actions such as stop work orders or citations for noncompliance.
- Maintain detailed records and reports.
- Coordinate inspection division operations.
- Analyze and review construction documents.
- Communicate effectively and maintain positive relationships, even in conflict situations.
- Use relevant software and stay current with industry standards.
- Performs work as a designated Disaster Service Worker in accordance with California state law during times of emergency

WORKING CONDITIONS

- Field and office environments with exposure to weather and construction sites.
- Physical requirements include walking on uneven ground, lifting up to 50 lbs., and maneuvering in confined spaces.
- Daily driving within the Town of Ross and use of safety equipment in active construction zones.

COMPENSATION & BENEFITS

- Salary range \$81,996 to \$115,380 annually
- CalPERS Retirement - 2% at 60 for Classic employees; 2% at 62 for those new to CalPERS
- Cafeteria Plan contribution to cover the cost of Kaiser
- Dental Care
- 13 Paid Holidays
- Cell phone reimbursement up to \$60/month
- Vacation, Sick Leave
- Long Term Disability & Life Insurance

HOW TO APPLY

Qualified applicants are invited to apply by submitting the following:

- Cover Letter, Resume with the month/year of employment, and Town of Ross Employment Application found [HERE](#). Submit application materials via email to

cmartel@townofrossca.gov.

Open until filled.

The Town of Ross is an equal opportunity employer.

Please contact Town Clerk if you have questions about the position or the recruitment process at 415.453.1453, ext. 105.