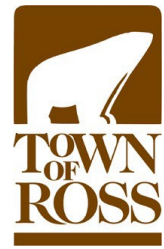


# TOWN OF ROSS

invites applications for

## SENIOR BUILDING INSPECTOR





# SENIOR BUILDING INSPECTOR

The Town of Ross is seeking a full-time, hands-on **Senior Building Inspector**.

## IDEAL CANDIDATE

Under the general supervision of the Planning and Building Director, the Senior Building Inspector is responsible for inspecting construction projects to ensure compliance with approved plans, specifications, and applicable building codes and regulations. This role involves conducting non-structural plan checks, investigating complaints, providing technical guidance to contractors and property owners, coordinating with external agencies, 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 understanding of building, plumbing, electrical, and mechanical codes, especially the Uniform Building Code and California Codes.
- 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, permit tracking software like TRAKiT).

### Experience:

- Minimum of five years in building inspection with increasing responsibility, including supervisory or lead roles.

### Licenses/Certifications:

- ICC certification as a Building or Combination Inspector (required).
- Valid California driver's license (required).
- ICC Plans Examiner certification (highly desirable).

# SENIOR BUILDING INSPECTOR

The Senior Building Inspector 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

- 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.
- Perform non-structural plan checks for code compliance.
- 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.
- Interpret and apply laws and codes.
- Communicate effectively and maintain positive relationships, even in conflict situations.
- Use relevant software and stay current with industry standards.
- Solve complex problems across departments or agencies.

## 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 \$115,476 to \$133,680 annually<sup>1</sup>
- 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
- 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
- Town of Ross Employment Application found [HERE](#).

Submit application materials via email to [cmartel@townofrossca.gov](mailto:cmartel@townofrossca.gov).

## Position 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.*

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• <sup>1</sup> 3% COLA effective July 1, 2025, with Town Council approval.