

SENIOR BUILDING INSPECTOR JOB ANNOUNCEMENT



COME JOIN THE FOSTER COMMUNITY DEVELOPMENT DEPARTMENT!

The City of Foster City is seeking a qualified **Senior Building Inspector** who is detail-oriented and has the knowledge and experience in the areas of building inspection and safety and code compliance to join the Building Division of our Community Development Department. The Department consists of Building, Planning, and Code Enforcement Divisions and is headed by Community Development Director.



"Using data drawn from our 2021 Best Places to Live List, Money ranked cities and towns based on the percentage of their population living within a 10 minute walk of a park. Foster City, California, came out on top, with 100% of its population of 33805 living within a short walk of one of its 24 public parks" – money.com

ABOUT FOSTER CITY

HISTORY

Incorporated in 1971 and named after real estate tycoon and visionary, T. Jack Foster, Foster City is a one-of-its-kind master planned community that rose out of the reclaimed marshlands of the San Francisco Bay. The original Master Plan envisioned a self-contained community with a variety of housing types, neighborhood shopping centers, waterfront lots and parks, and other commercial & industrial uses.

To learn more about the history of Foster City, visit:

[Foster City Documentary Series Chapter 1 The Beginning Construction of Foster City 1960-1980](#)

THE ORGANIZATION

Foster City is a General Law City and operates under the Council-Manager form of government. The five members of the City Council/EMID Board are elected to four-year terms. The City Manager is appointed by the City Council/EMID Board and serves as the chief executive of the municipal organization. Foster City is a full-service city with a total 2025-2026 budget of \$219.7 million. Projected staffing includes 181 FTEs.

MISSION

The mission of the City of Foster City is to deliver equitable services that are customer focused with an emphasis on public safety, neighborhood livability, smart planning, a vibrant economy, infrastructure innovation, and sustainable environment. In pursuit of this mission, we use community engagement and data to make decisions and measure progress based on economic, social, and environmental factors.





Annual Salary

\$118,203.90 to \$143,677.46

THE POSITION

Under the direction of the Chief Building Official, the Senior Building Inspector will do plan checking of projects excluding structural calculations, issues permits; answer questions and imparts information pertaining to building codes, regulations, standards and City policies to contractors, engineers, architects and the general public; the Senior Building Inspector will make inspections of residential, commercial, industrial, and public buildings of new construction and existing construction; acts as the Chief Building Official in his/her absence; assists and supervises the building inspectors' daily duties; participates in the training of the inspectors; performs other related duties as required.

This is a full-time, non-exempt classification requiring journey-level technical expertise and excellent customer service skills. Involves significant interaction and coordination with clients, contractors and other city employees. This position is distinguished from the Building Inspector classification based on its lead worker responsibility and the fact it serves as the Chief Building Official in his/her absence.

THE DEPARTMENT

The Community Development Department is made up of the Planning/Code Enforcement Division and Building Division. The Planning/Code Enforcement Division is responsible for long-term planning regarding the growth and development of the City, for reviewing and processing applications for all development proposals, and for maintaining the appearance of the community.



IDEAL CANDIDATE

The ideal candidate should have the knowledge of federal, state, and municipal codes, ordinances and regulations related to zoning, building construction, electrical, plumbing and mechanical; building construction, materials and accepted safety standards; inspection methods and procedures; elements of effective personnel supervision.

Overall, the ideal candidate for the Senior Building Inspector should possess mandatory Residential and Commercial Combination ICC Certifications for Building, Mechanical, Electrical, and Plumbing inspections. In addition, they should have a minimum of five years of building inspection experience. Experience in biomedical building inspection is highly desirable, along with a Certified Access Specialist (CASP.) certification. Additional desirable certifications include Building Code Specialist, Plans Examiner, California Energy Inspector, Reinforced Concrete, and any other certifications identified by the City as applicable. Training opportunities will be provided to acquire additional certifications within one year of hire.

EDUCATION & TRAINING

Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying. A typical way would be:

Education

Graduation from high school or equivalent. A desired course of additional education would include two (2) years of college course work in Civil Engineering, Architecture, Building Inspection, or completion of an Apprenticeship Program in a building construction related field.

Experience

Three (3) years of experience to include a minimum of one (1) year full-time plan check experience and one (1) year of progressively responsible experience in a variety of municipal building inspection work.

Licenses and Certificates:

Possession of the International Code Council (I.C.C.) Plans Examiner Certificate and Full Combination Building Inspector Certificate.

Special Requirements

Ability to read and interpret plans and specifications; perform complex building, plumbing, mechanical and electrical inspections; interpret and apply provisions of pertinent codes and regulations, prepare accurate and concise reports; acquire and demonstrate skill supervising and managing work of others; learn administrative techniques, methods and procedures of personnel management and other skills required to assist in management of the Division operations; establish and assist in developing improvements to computerized Division operations; establish and maintain cooperative working relations with engineers, architects, contractors and the general public; attend work and perform duties on a regular and consistent basis.

For knowledge, skills, and abilities, review the [Senior Building Inspector](#) job description.

BENEFITS

The City of Foster City provides a superior benefits program which includes:

- Retirement: Participation in CalPERS in the 2% @ 62 retirement plan for new members and 2.7% @ 55 for classic members.
- Leaves: 13 paid holidays; sick leave (8.66 hrs/month); vacation leave based on years of service; discretionary leave.
- Deferred Compensation: Voluntary 457(b)/VEBA (tax deferred health benefit program).
- Health Benefits: Flexible benefits program including health, dental, vision, and medical/dependent care reimbursement accounts.
- Work Schedule: Optional 9/80 work schedule.
- Other: Long-term disability insurance; and life insurance.

SELECTION PROCESS

The most qualified candidates will be invited to continue in the selection process. The selection process may consist of one or more of the following components: application review, performance-based exam, written exam, and panel interview. A final interview will be scheduled to fill the current vacancy following the establishment of the employment list. This list will be in effect for at least one-year. Once a top candidate is identified, we will conduct reference checks. After a conditional job offer, applicants must successfully pass a pre-employment background check and other requirements as applicable.

TO APPLY

A City/District application and supplemental questionnaire are required for consideration. Please keep in mind the closing date. If the recruitment is continuous or open until filled, however, the recruitment may close at any time when enough qualified applications have been received. Applications may be submitted online at www.calopps.org