

Foster City is a Great Place to Live, Work and Play!

3 YEAR LIMITED TERM - PRINCIPAL BUILDING INSPECTOR



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.

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 services, invest in quality infrastructure and implement policies that prioritize public safety, smart planning, a vibrant economy, fiscal stability, community connections, and a 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.



COMMUNITY DEVELOPMENT DEPARTMENT

The [Community Development Department](#) is committed to planning, improving and maintaining the quality of life and public safety in the City consistent with the Goals and Policies established by the City Council in the General Plan and other related City ordinances and regulations consistent with the City's heritage as a Master Planned community. The department is organized in three divisions, Planning/Code Enforcement, Housing and Sustainability, and Building Inspection.

THE POSITION

Under general direction, the Principal Building Inspector plans, coordinates, directs, and leads the activities of building inspection; performs the more difficult field and administrative work within the area of field inspections; recommends revisions, alterations, and corrections; coordinates activities with internal and external individuals, groups and agencies. This position also reviews and approves plan checks, and answers questions and imparts information pertaining to building codes, regulations, standards and City policies to contractors, engineers, architects and the public.

This classification is advanced-journey level technical expertise and excellent customer service skills. It involves significant interaction and coordination with clients, contractors and other City employees.



IDEAL CANDIDATE

The ideal candidate should have the knowledge of Building codes and related laws and local ordinances including but not limited to: California Building Code; California Residential Code; California Electrical Code; California Plumbing Code; California Mechanical Code; California Energy Code; and California Green Building Code. They should also know the principles and practices of building inspection, including current literature and recent developments in the field.

Annual Compensation

\$134,229.47

to

\$163,156.86

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 the 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: Four (4) years of experience including a minimum of two (2) years of full-time plan check experience and two (2) years of progressively increasing responsibility in a variety of municipal building inspection work. Each year of college education in building construction, engineering, drafting, architecture or related courses may substitute for a year of experience.

License and Certificates:

- Possession of a valid California Class C Driver's License may be required at the time of appointment. For positions where the ability to drive is not an essential function, the employee must be able to arrange reliable and timely transportation through private or public transportation for attendance at off-site meetings, events, and trainings.
- Possession of the International Code Council (I.C.C.) Full Combination Building Inspector Certificate is required at the time of appointment.
- Incumbents must acquire an ICC Plans Examiner Certificate within one year of hiring.

For knowledge, skills, and abilities, review the Principal Building Inspector job description.

BENEFITS

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

Retirement Plan: 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

