



THE CITY OF REDWOOD CITY  
INVITES APPLICATIONS FOR:

## BUILDING INSPECTOR

#23A-23

**SALARY:**

**\$8,486 – \$10,314 / Month**

*COLA salary increase approved for  
additional 3% in February of 2024*

Closing Date: 3/29/23  
(Opened 2/28/23)

*Interested in joining the Redwood  
City team?*

**Submit your application via**  
[www.CalOpps.org](http://www.CalOpps.org) by March 29, 2023

Candidates with a disability, which may require special assistance in any phase of the application or selection process, should advise the Human Resources Division upon submittal of application.

### Selection Process

Oral Board Interview  
tentatively scheduled for April 11, 2023

All applications will be reviewed for completion, relevant education, experience, training and other job related qualifications. Those who best meet the stated qualifications and requirements for the position will be invited to participate in the selection process. The specifics of the selection process will be communicated to those selected candidates.



## WHY JOIN THE REDWOOD CITY TEAM?

We offer a wide range of meaningful career opportunities with potential for growth, training and development, competitive salaries, flexible work schedules, paid time off, and robust benefits. The Redwood City team is guided by the [core values](#) of **excellence, integrity, service and creativity**. Inherent in these values is a great organizational culture based on trust, strong and supportive leadership, respect, risk-taking, empowerment, and effective communication.

The community is known for its inclusivity, strong engaged neighborhoods, and civic pride. The City works diligently to maintain positive and productive relationships with community partners, together providing outstanding services, programs and opportunities for residents and businesses. This mix of tradition and progress, community and diversity, makes Redwood City an extraordinary place to work and call home. If you're looking to grow your career as a part of a hard-working and fun Community Development & Transportation Department team that fosters innovation, creativity and collaboration, we hope you'll apply.

## ABOUT THE POSITION

This is an excellent opportunity for an individual who possesses both the interpersonal skills and technical expertise needed to perform a range of moderately difficult combination inspections (building, electrical, plumbing and mechanical) of a variety of residences, commercial and industrial buildings. Redwood City currently has issued several large projects under construction containing several underground parking garages, podium concrete decks and large multi residential high rise structures above. This opportunity will expand your skills in all phases of large commercial projects to custom residential projects through Redwood City. To review the projects click here: [current-projects](#).

## THE IDEAL CANDIDATE

Will have experience in the building construction field, and will poses an ICC building inspector's certification (or ability to obtain). Will embrace the City's emphasis on excellent customer service; will be detail-oriented and able to manage multiple tasks; will successfully perform building inspection projects [current-projects](#).; will use initiative and independent judgment; will be a team player who likes working with a variety of City staff and the public, and have a sense of humor.

Typical responsibilities include, but are not limited to:

- Make field inspections of industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations
- Investigate field complaints when necessary, regarding municipal code violations and housing, building codes
- Conduct cross training to perform code enforcement duties
- Ensure proper and safe installation of routine and complex building systems
- Confer with architects, contractors, builders, and the general public in the field and office
- Respond to emergency calls and possible weekend inspections
- Keep records, and prepare reports.

You will be joining a fast-paced, dynamic team environment, and will also have a chance to participate in many exciting [development projects](#) in Redwood City.



## BENEFITS

The successful candidate will enjoy the following benefits:

- **Retirement:** Public Employees Retirement System (PERS) CalPERS 2% @ 60 for current members or reciprocal agencies; 2% @ 62 for new members.
- **Health Insurance:** Opportunity to select from a variety of health plans that are administered by PERS; Maximum City contribution is \$1,975/month.
- **Dental & Vision Insurance:** The City pays 95% of the premium.
- **Life Insurance**
- **Employee Assistance Program**
- **Vacation Leave:** 10-25 days per year
- **Sick Leave:** 12 days per year
- **Paid Holidays:** 18 days per year
- **Bereavement Leave:** Up to 3 days
- **Fitness Center:** At City facilities
- **Education Reimbursement Program** up to \$1,500 annually
- **Commuter Program** Available
- Eligible for a **5% differential** when you obtain the recognized certification in Building, Electrical, Plumbing, and Mechanical.
- Eligible for a **safety boot allowance**
- Eligible for a one-time **bonus** of \$600 (up to \$1,200) **for two more commercial certification from ICC.**

### Employee Safety Amidst COVID-19

The City presently provides unlimited COVID testing for employees and their family members. City Hall has top of the line, recently updated air filtration and sanitation systems. Executive leadership is responsive to changing public health guidance and values employee safety.

The City typically follows San Mateo County guidance regarding masking and other public health measures.

## MINIMUM QUALIFICATIONS

*Any combination of experience and training that would likely provide the required knowledge and abilities are qualifying.*

### Training & Education:

Equivalent to completion of the twelfth grade and completion of a certified apprenticeship program in a major trade.

### Experience:

Three years of experience in the building construction field as a journey level plumber, electrician, carpenter, or related craftsman.

### Licenses & Certificates:

- Possession of, or ability to obtain, an appropriate, valid California Driver's License
- Ability to obtain certification as an ICC Building Inspector Certificate within one year of appointment.

### Knowledge of:

- Accepted safety standards and methods of building construction.
- Building related codes and ordinances enforceable by the City, specifically California Building Codes.
- Principles and techniques of building inspection work.
- Energy and disabled access regulations.
- Principles, practices and procedures in the construction trades, including carpentry, plumbing, electrical and heating/air-conditioning trades.

### Ability to:

- Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations and standard construction practices.
- Determine that construction systems conform to City ordinances, applicable codes, building, electrical, plumbing, mechanical and OSHA safety requirements.
- Advise on standard construction methods and requirements, research and evaluate products and materials for suitability of applications.
- Enforce a variety of related City codes and regulations with firmness, tact, and accuracy.
- Maintain cooperative working relationships with architects, engineers, builders, contractors, and property owners.
- Read and interpret building plans and specifications.
- Use technology and software (such as smart phones, computer, email, permit software) in the office and on the field

**Physical Characteristics:** Must be able to work in varying climatic conditions and be in sufficiently good health to perform job duties.

**A City application including supplemental questionnaire is required.** Prior to appointment, candidates will be required to pass a background check (at no cost to the candidate) including the following:

- Criminal
- DMV Check
- Prior to appointment, candidates will also be required to pass a pre-employment physical at no cost to the candidate.



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**SUPPLEMENTAL QUESTIONNAIRE**  
**BUILDING INSPECTOR #22A-23**  
**CITY OF REDWOOD CITY**

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Please answer the following questions.

1. We want to understand your interest in and qualifications for the position of Building Inspector with the City of Redwood City. Please describe your professional experience, education, training, knowledge, skills and/or abilities that have prepared you for this position.
2. Please explain what you believe to be the primary expectations of a Building Inspector that works for a public agency.

**The City of Redwood City is proud to be an Equal Opportunity Employer!**

*The Immigration Act of 1986 requires proof of identity and eligibility for employment at date of hire.  
Any provisions contained in this bulletin may be modified or revoked without notice.*