



City of Sunnyvale
Senior Building Inspector

SALARY	\$58.52 - \$74.69 Hourly \$121,717.00 - \$155,346.00 Annually	LOCATION	Sunnyvale, CA
JOB TYPE	Full-Time	JOB NUMBER	25-00242
DEPARTMENT	Community Development	DIVISION	Building Safety
OPENING DATE	02/09/2026	CLOSING DATE	3/23/2026 5:00 PM Pacific

Description

SENIOR BUILDING INSPECTOR
Regular Full-Time Employment Opportunity

The final filing date is, Monday, March 23, 2026, at 5:00 PM.

We build community trust by delivering exceptional services. Our Core Values of Public Service: Integrity, Leadership, and Respect. The City of Sunnyvale is hiring (1) full-time Senior Building Inspector in the Department of Community Development.

Sunnyvale is a dynamic city in the heart of Silicon Valley. Construction activities continue to grow with a wide range of project types, including tech manufacturing, hazardous occupancies, single-family residential, and multistory mixed-use, multifamily, and commercial buildings.

This position shares the responsibility of supervising 9 experienced inspectors with another Senior Building Inspector. The Building Division is a cohesive and supportive unit that helps each other navigate code compliance and enforcement issues.

The list established from this recruitment may also be used to fill future vacancies in the Community Development Department.

Under general direction, oversees and performs a wide variety of skilled field inspections during various stages of construction for compliance with approved plans and municipal codes relating to construction (including building codes, electrical codes, mechanical codes, plumbing codes, energy codes, zoning ordinances and related laws, codes and ordinances); performs complex plan and specification reviews; issues building permits; responds to inquiries from the public; supervises and provides technical assistance to professional and /or paraprofessional staff; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

The Senior Building Inspector is the advanced journey level and supervisory classification in the professional building inspector series. This classification is distinguished from the lower classification of Building Inspector II by the level of complexity of tasks and duties assigned to positions within the Senior Building Inspector classification. Incumbents are expected to independently perform and coordinate the full range of building inspections, plan check review, supervise and train assigned staff.

Essential Job Functions

(May include, but are not limited to, the following):

- Supervises, trains and assists with the evaluation of assigned professional and paraprofessional staff.
- Performs the more complex field inspection of building construction, plumbing, mechanical and electrical installations in residential and commercial buildings; verify compliance with applicable building, plumbing, electrical, mechanical codes, and related City ordinances, state, and local statutes.
- Plans, schedules and oversees the work of Building Inspectors and related One Stop Permit Center activities; monitors inspection activities and plan check reviews to assure high quality inspections, reviews and customer service.
- Communicates with property owners, contractors and others in the process of field inspections, explain requirements, cause compliance with plans and codes and give final sign-off approval.
- Performs code enforcement work, includes investigates code violations and complaints; writes up the results of inspections; issues instructions and makes recommendations; problem solves and researches information; issues stop work orders.
- Checks plans and building permit applications for new construction, alterations, and remodeling of existing structures; verifies compliance with applicable codes and ordinances and accepted construction practices; and, issues certificates of occupancy.
- Provides technical information and professional advice to City staff, officials and the public regarding city codes relating to construction; assists architects, residential designers, engineers, contractors and property owners in interpreting and meeting code requirements; establishes and maintains a customer service orientation; responds to complaints and resolves more difficult inspection problems.
- Read, correctly interpret, apply and use building codes, municipal codes, ordinances and other related laws, regulations and policies, as required.
- Prepares clear, concise and comprehensive reports, correspondence and other required documents; maintains forms, records and field reports relative to inspection activities and to document findings; performs office duties as necessary.
- Maintains current knowledge of developments in building codes, inspection practices, new model codes, and state law relating to building codes and inspections.
- Acts as project coordinator for routing of plans, tracking status of plans while they are being checked by staff in other City divisions.
- Follows through on violations and may appear in court as a witness.
- Performs other related duties as required.

WORKING CONDITIONS

Position requires prolonged sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. The position also requires near and far vision when performing tasks such as field inspections, in reading and writing reports and work related documents and using a computer. Acute hearing is required when providing phone and in-person service. The ability to lift, carry and push equipment, tools and supplies up to 25 pounds is also required. Additionally, when performing field inspections, the incumbent may be exposed to biohazards and work in a variety of working conditions, including mechanical and

electrical hazards, loud noise, and inclement weather conditions, such as wet, heat and cold. The nature of the work also requires the incumbent to climb ladders and steep slopes, and walk around construction worksites. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

Minimum Qualifications

Education and Experience:

The minimum qualifications for education and experience can be met in the following way:

An Associate's degree or 60 semester units or 90 quarter units in engineering technology, architecture, construction management or related field; AND

Four years of professional, full-time experience as a building inspector with a public agency, OR

Graduation from high school or tested equivalent; AND

Four years of professional, full-time experience as a building inspector with a public agency and two years as a licensed general contractor.

Knowledge of:

- All codes and ordinances enforceable by the City of Sunnyvale, including, building code, electrical code, mechanical code, plumbing code, energy code, California Title 24 Disabled Access, California Title 24 Energy Standards and other related laws, codes and ordinances.
- Principles, materials and methods used in modern building design and construction.
- Methods, practices and standards of the trades associated with construction, including, building, electrical, mechanical, plumbing and energy.
- The legal procedures involved in code enforcement.
- Basic principles and practices of supervision and training.

Ability to:

- Plan, coordinate and oversee the work of others.
- Supervise, direct, train and assist with the evaluation of subordinate staff.
- Read, understand and interpret approved plans, specifications and construction plans accurately.
- Identify building code compliance requirements and make appropriate decisions regarding corrective actions.
- Ensure that field installations are consistent with approved building codes, city ordinances, approved plans and specifications.
- Inspect and analyze standard building construction; identify code violations; and, recommend appropriate corrective measures to ensure compliance.
- Interpret, apply and explain construction-related codes, regulations and policies.
- Communicate building inspection requirements, policies and decisions to the public in a courteous and effective manner.
- Prepare and maintain accurate paperwork, including forms, records and reports.
- Communicate clearly and concisely, both orally and in writing.
- Observe safety principles and work in a safe manner.
- Work independently and as a member of a team.
- Travel to various sites in the City to conduct residential and commercial building inspections.
- Establish and maintain effective working relationships with other City staff, public officials, construction professionals, engineers, architects, developers, design professionals, outside agencies and the public.

- Ensure that the City's philosophy of customer service is understood by all assigned employees and carried out in all forms of communication.
- Learn more complex principles, practices and techniques related to assigned duties.
- Perform related duties, as required.

Licenses/Certificates:

Possession at time of hire and continued maintenance of a valid Class C California driver's license and a safe driving record.

Possession and continued maintenance of ICC Certifications: Building Inspector (B1 and B2), Electrical Inspector (E1 and E2), Plumbing Inspector (P1 and P2), and Mechanical Inspector (M1 and M2).

DESIRABLE QUALIFICATIONS:

- Experience in and certifications by the International Code Council (ICC) in plumbing, mechanical, and electrical inspections
- Plans Examiner certification by the International Code Council (ICC).
- Supervisory or lead experience.

Application and Selection Process

The application submitted must meet the minimum qualifications listed in the job description in order to move forward in the recruitment process with the City of Sunnyvale. The information provided in the Work Experience, Education, and Certificates/Licenses sections of the application will be used to determine if the application meets the minimum qualifications. A resume, employment history provided elsewhere in the application, or other attachments will not be accepted in lieu of the completed application.

Note: The minimum qualifications for experience are based on full-time experience (40 hours per week). Experience included in the Work Experience section of the application is calculated to the full-time equivalent (hours are pro-rated if less than 40 hours/week). Volunteer experience is not considered qualifying experience.

If you are interested in this opportunity, please submit a City of Sunnyvale employment application and responses to the supplemental questions to the Department of Human Resources **by Monday, March 23, 2026, at 5:00pm.**

EXAM PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of an **oral examination scheduled for April 8th, 2026** (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

SELECTION PROCESS

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies. **Top candidates on the eligibility list will be invited to participate in an on-site selection interview with the department scheduled for the week of April 20, 2026.** Selection interviews will typically take place in-person, please plan accordingly.

Any candidate selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a comprehensive background investigation, as well as medical exam(s) administered by a City-

selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose conviction history will result in refusal of employment or termination.

INFORMATION ABOUT PROOF OF EDUCATION

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., original copy of the diploma or college/university transcripts).

Any successful candidate selected by the hiring department will be required to submit proof of education (i.e., copy of the diploma or college/university transcripts). An applicant with a college degree obtained outside the United States must have education records evaluated by a credential evaluation service at the candidate's expense. Candidates may utilize any third-party agency for the evaluation. If you search 'education equivalency verification' or similar online, you will obtain results for agencies that provide this evaluation service. A conditional job offer cannot be made until the education has been evaluated and submitted to the Department of Human Resources.

ADDITIONAL INFORMATION

Summary of Sunnyvale's Employees Association [SEA](#)

For assistance on how to fill out your job application, watch the following video:

- [How to Apply for a City of Sunnyvale Job- YouTube \(5:13\)](#)

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate against all qualified applicants or employees on the basis of actual or perceived race, religion (including religious dress or grooming practice), color, sex (includes gender, pregnancy, childbirth, medical conditions related to pregnancy or childbirth, breastfeeding or medical conditions related to breastfeeding), gender identity and/or gender expression, sexual orientation (including heterosexuality, homosexuality and bisexuality), ethnic or national origin, ancestry, citizenship status, uniformed service member status, marital status, family relationship, age, cancer or HIV/AIDS related medical condition, genetic characteristics and/or genetic information, and physical or mental disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

Employer

City of Sunnyvale

Address

456 W. Olive Avenue

Sunnyvale, California, 94086

Phone

408-730-7490

Website

<https://sunnyvale.ca.gov>

Senior Building Inspector Supplemental Questionnaire

*QUESTION 1

Instructions for completing the Supplemental Questionnaire: The following supplemental questions constitute an examination. Responses are reviewed and rated by Subject Matter Expert(s). The supplemental question examination determines the most qualified candidates to move forward in the recruitment process. The responses to the supplemental questions should be specific, thorough and must be reflected in the Work Experience, Education, and Certificates/Licenses sections of the application. Please note the information provided in the supplemental questions will not be accepted in lieu of the completed application. Incomplete responses, false statements, copying and pasting responses from Artificial Intelligence (AI) programs, and/or entering "See Resume" will result in an incomplete application and/or disqualification from the recruitment process. Please be advised that you will be 'timed out' of this page after 30 minutes. It is recommended to copy the supplemental questions that require text answers into a document that you can save on your computer. Prepare your responses in that document and then copy and paste the responses into the spaces provided. Additionally, please save your work continuously. By checking the 'Yes' response below, I indicate that I have read the instructions for completing the application (located in the job posting) and supplemental questionnaire. In accordance with these instructions, I understand that a completed application and written responses to the supplemental questionnaire are required. I understand the completed application and supplemental question responses will be used to evaluate my qualifications for this position and further identify the most qualified candidates to continue in the recruitment process. Additionally, I certify that I have completed the application and supplemental questionnaire on my own; the information provided accurately reflects my training, education and experience; and I understand the information provided is subject to verification.

Yes

No

*QUESTION 2

Please check from the following options provided below that best describes the combination of your education and experience.

Graduation from high school or tested equivalent; AND Four years of professional, full-time experience as a building inspector with a public agency and two years as a licensed general contractor.

An Associate's degree or 60 semester units or 90 quarter units in engineering technology, architecture, construction management or related field; AND Four years of professional, full-time experience as a building inspector with a public agency,

N/A

*QUESTION 3

If you meet any of the above education and experience combinations, please describe in detail your related education and experience below (e.g., how you meet the minimum qualifications mentioned above for this position). In your response, use full sentences and not bullet-points, include the education degree, specific relevant work experience with the names of the agency/company, years of experience and your role/responsibilities. If you do not have the education and experience, please indicate N/A in the box below. The response you provide will be used to further identify applicants who are best qualified to continue in the selection process for the position.

*QUESTION 4

This position requires possession, at time of hire, and continued maintenance of the following ICC Certifications: - Building Inspector (B1 and B2) - Electrical Inspector (E1 and E2) - Plumbing Inspector (P1 and P2) - Mechanical Inspector (M1 and M2) Do you currently possess these ICC certifications? If so, list your certification numbers in the following format, (B1 - "Certification number"). If not, please enter N/A below.

***QUESTION 5**

Do you possess a valid California Class C driver's license and a safe driving record?

Yes

No

***QUESTION 6**

This position requires you to interact with staff, contractors, and the general public. Please describe your experience interacting with staff, the public, the community, and contractors.

***QUESTION 7**

Describe a project or major work assignment that you experienced, managed, or had a lead role. The project could be a construction project or other type of assignment that involved a mixed group of participants, such as residents/business owners and city employees, or staff from different departments, such as finance or architects and homeowners, etc. In your response, please include: • what aspects of the project/assignment you were responsible for (e.g., designer, contractor, plan checker, inspector, etc.); • the scope of the project; and, • level of complexity of the project. Please describe what you learned from working on this project, and what you would do differently on a future project. If you do not have this experience, please enter N/A in the space below.

***QUESTION 8**

Describe a personal experience of a challenging project having difficulty with code compliance, and the contractor's poor response to corrections. How did you gain code compliance and resolve the issue of working with a difficult contractor?

***QUESTION 9**

Provide an example of a situation where you did not agree with a fellow inspector on an inspection comment. How did you approach the discussion and find a resolution even with differing code interpretations?

* Required Question