



County of Santa Clara

Principal Development Services Inspector

SALARY	\$76.12 - \$92.74 Hourly \$6,089.36 - \$7,418.88 Biweekly \$13,193.61 - \$16,074.24 Monthly \$158,323.36 - \$192,890.88 Annually	LOCATION	San Jose Metropolitan Area, CA
JOB TYPE	Full-Time	JOB NUMBER	25-L79-A
DEPARTMENT	Department of Planning and Development Services	OPENING DATE	07/10/2025
CLOSING DATE	8/7/2025 11:59 PM Pacific	BARGAINING UNIT	92

Description

Under direction, to plan, organize and manage the operations of the Development Services inspection sections, which includes managing and participating in structural, electrical, plumbing, grading, drainage, surface water quality and code enforcement inspection activities; and to perform the more difficult or more specialized inspections.

Distinguishing Characteristics

The Principal Development Services Inspector classification is a single position classification allocated to the Development Services Division of the Department of Planning and Development.

The Principle Development Services Inspector is distinguished from the Senior Building Inspector and Supervising Construction Inspector in that the Principal Development Services Inspector is assigned continuing full supervisory responsibilities over the Senior Building Inspector and Supervising Construction Inspector, professional, technical and support staff; coordinates the activities of inspection operations across the Building, Land Development Engineering and Fire Marshal sections of the Development Services Division; whereas the Senior Building Inspector is responsible to supervise a phase of the inspection program and to perform the more difficult or more specialized inspections. The Supervising Construction Inspector is responsible for a major segment of a program area of construction projects and for supervising staff.

Typical Tasks

- Provides leadership, direction, organization, and management to professional and technical staff engaged in inspection functions of the Development Services Division;

- Advises the Development Services Manager on technical and policy matters, and identifies and leads organizational and process improvement initiatives;
- Interviews, selects, hires, trains, supervises, evaluates and disciplines staff;
- Assists in the development, preparation and implementation of the division budget, including development of justification for budget proposals, and the managing of expenditures and revenues;
- Advises and collaborates with the Principal Development Services Engineer, utilities, land and water companies, developers and County departments in matters of permitting, inspection and code compliance for multidisciplinary projects;
- Evaluates and reviews the work of inspectors;
- Reviews and approves plans for buildings, structures, equipment installations, repairs, replacements and alterations for conformance to the applicable codes and ordinances with regard to specific trade specialty;
- Provides information to builders and the general public regarding requirements of codes and ordinances;
- Advises or assists inspectors regarding unusual construction and inspection problems;
- Resolves complaints or disagreements that may develop between the inspectors and others;
- Assists in the development, revision and interpretation of the provisions of the codes and ordinances, and in the planning and evaluation of the inspection program;
- Makes inspection of alleged violations and determines nature and extent of any violations;
- Provides general assistance to homeowners, builders, etc., regarding required action to correct a violation;
- Prepares and processes forms and records on the enforcement activities related to code violations, including issuing citations that may require court appearances and coordination with the Court, District Attorney's Office, County Counsel, Sheriff's Office and/or other county agencies;
- Inspects complex buildings, structures and site developments to see that the construction, alteration or maintenance work being performed complies with the approved plans or specifications and applicable ordinances;
- Checks to see that the building, structures and site development are being constructed in a safe manner;
- Provides operational coordination between Building and Land Development sections and the Fire Marshal section of the Development Services Division of the Department of Planning and Development;
- Issues certificates of final inspection;
- Manages the reconciliation of property tax revenue accounts;
- Renders interpretation of codes and performs the more difficult or more specialized inspections;
- Serves as an assistant to the Building Official;
- Prepares work summaries, reports and correspondence;
- Maintains databases, records and performance measures on permitting and compliance activities of the Development Services Division;

- May supervise and/or operate satellite offices and/or inspection programs for specific geographical areas of the county, as required;
- Develops and implements training programs for inspectors;
- May be assigned as a Disaster Service Worker, as required;
- Performs related duties, as assigned.

Employment Standards

Sufficient education, training and experience to demonstrate the possession and direct application of the following knowledge and abilities:

Training and Experience Note: The knowledge and abilities required to perform this function are acquired through training and experience equivalent to completion of high school;

AND

Four (4) years of journey level construction experience;

AND

Four (4) years of professional experience as a building inspector working in, or under contract to a public agency, with three (3) years of supervisory experience. The supervisory experience may be inclusive with the building inspector experience.

Special Requirements:

- Possession of a Certification from a recognized state, national or international association in the inspection trade discipline(s).
- Possession of a valid California Driver's License prior to appointment and the ability to qualify for and maintain a County driver authorization.

Knowledge of:

- State, local and county building and development codes and ordinances;
- Building materials, means of construction and site development and equipment installation;
- Inspection methods and legal procedures involved in the enforcement of building and site development codes and ordinances;
- Common office computer applications;
- Principles of supervision and training.

Ability to:

- Understand and interpret codes and ordinances and explain them to others;
- Read and interpret complex plans and specifications;
- Supervise, train and direct the work of others;

- Develop and revise technical codes and ordinances;
- Deal tactfully and effectively with building contractors, trades specialists and the general public.

Employer

County of Santa Clara

Address

70 W. Hedding Street
8th Floor, East Wing
San Jose, California, 95110

Phone

(408) 299-6816

Website

<http://www.sccjobs.org/>

Principal Development Services Inspector Supplemental Questionnaire

*QUESTION 1

Please answer the following questions. Completion of the following supplemental questions is **REQUIRED** and is an integral part of the evaluation process. Initially, it will be used to determine minimum qualifications. For those applicants meeting the employment standards, this information will be critical in the subsequent competitive assessment to identify those candidates to be invited to continue in the examination process. Your responses to the questions may also be reviewed and scored in a Competitive Rating evaluation process based on pre-determined rating criteria. Your answers should be as complete as possible, as no additional information will be accepted from applicants once the Competitive Rating evaluation has begun. A response of "see resume" or "see application" will deem your application incomplete.

Include a detailed description of your work experience in the following format for **EACH** employer referenced, in each answer:

- a) Employer name(s)
- b) Job title(s)
- c) Start/end dates of employment
- d) Total hours worked per week
- e) Description of task(s) performed

Do you understand the requirement to provide complete answers in order to determine relevant experience for each area in question?

- ☐ Yes
- ☐ No

*QUESTION 2

What is the highest level of education that you have completed?

- ☐ High School Diploma or GED Equivalent
- ☐ Associate's Degree
- ☐ Bachelor's Degree
- ☐ Master's Degree
- ☐ Doctoral Degree

☐ None of the Above

***QUESTION 3**

Do you possess a Certification from a recognized state, national or international association in the inspection trade discipline(s)?

☐ Yes

☐ No

***QUESTION 4**

If you answered yes to the previous question, please provide your certification name, certification number, issuing authority, and expiration date. Please also ATTACH a copy of your certification to your application. If no certification, please type in "N/A".

***QUESTION 5**

How many years of professional journey level construction experience do you possess?

☐ No Experience

☐ Less than one year

☐ One to less than two years

☐ Two to less than three years

☐ Three to less than four years

☐ Four to less than five years

☐ Five to less than six years

☐ Six to less than seven years

☐ Seven to less than eight years

☐ Eight to less than nine years

☐ Nine to less than ten years

☐ Ten or more years

***QUESTION 6**

Please describe your professional journey level construction experience. In your response, please include the name of your employer(s), job title(s), dates of employment, hours worked per week, number of direct reports, and a detailed description of duties performed. If no experience, please type in "N/A".

***QUESTION 7**

How many years of professional experience do you possess as a building inspector working in, or under contract to a public agency?

☐ No Experience

☐ Less than one year

☐ One to less than two years

☐ Two to less than three years

☐ Three to less than four years

☐ Four to less than five years

☐ Five to less than six years

- ☐ Six to less than seven years
- ☐ Seven to less than eight years
- ☐ Eight to less than nine years
- ☐ Nine to less than ten years
- ☐ Ten or more years

***QUESTION 8**

Please describe your professional experience as a building inspector working in, or under contract to a public agency. **In your response, please include the name of your employer(s), job title(s), dates of employment, hours worked per week, number of direct reports, and a detailed description of duties performed. If no experience, please type in "N/A".**

***QUESTION 9**

Do you possess three (3) or more years of supervisory experience in a building inspector role?

- ☐ Yes
- ☐ No

***QUESTION 10**

Please describe your supervisory experience in a building inspector role. **In your response, please include the name of your employer(s), job title(s), dates of employment, hours worked per week, number of direct reports, and a detailed description of duties performed. If no experience, please type in "N/A".**

***QUESTION 11**

How did you find out about this job?

- ☐ Contacted by County Recruiter
- ☐ Virtual Job Fair
- ☐ In Person Job Fair
- ☐ In-Person Networking Professional Event
- ☐ Virtual Networking Event
- ☐ Community Event
- ☐ Glassdoor
- ☐ Governmentjobs.com
- ☐ Professional Association
- ☐ Search Engine (Google, Bing, online search, etc.)
- ☐ Hospital Website: SCVMC, O'Connor Hospital, St. Louise Regional Hospital Website
- ☐ Contacted by a Recruitment Firm
- ☐ Handshake
- ☐ Student Career Center
- ☐ County Text Message
- ☐ County Career Newsletter
- ☐ Other (Specify in the next question)
- ☐ County Employee Referral

- ☐ County of Santa Clara Career Website
- ☐ County of Santa Clara Job Interests Email Notification
- ☐ Facebook
- ☐ Instagram
- ☐ LinkedIn
- ☐ Indeed

***QUESTION 12**

If you selected an event/fair or other in the question above, please specify. If not, type N/A.

* Required Question