



CITY OF CAPITOLA
BUILDING INSPECTOR I
\$4,082 - \$4,962 PER MONTH
Regular Full-Time

APPLICATION DEADLINE: February 27, 2015, by 5:00 p.m.

GENERAL PURPOSE

Inspects buildings and structures in all stages of construction, alteration and repair for conformance with approved plans and building codes; reviews building plans and specifications for proper design and code conformance; enforces building, plumbing, electrical, mechanical, energy and disabled access codes and ordinances; performs other work as required.

Building Inspector I is the entry-level class in which incumbents learn and assist in building and grading inspection, reviewing of plans, and other related permit processing work. Incumbents receive close supervision and are expected to obtain sufficient knowledge and proficiency to progress to the journey level.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official and/or Building Inspector II.

SUPERVISION EXERCISED

None generally. May exercise supervision over part-time, temporary or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related or a logical assignment to the class.

1. Assists applicants in completing building and grading permit applications; answers questions regarding building code construction requirements at the public counter and on the phone.
2. Advises property owners, builders and the public regarding compliance with zoning and building regulations, property maintenance standards, structure design standards, regulatory practices.
3. Reviews plans of residential and commercial buildings for code compliance.
4. Calculates fees for residential and commercial buildings; studies technical materials related to codes and their interpretation; keeps necessary records of permits and fees.
5. Conducts onsite inspections and reinspections, grading projects, and substandard structures for violations of housing, building, health and zoning codes/ordinances; receives and investigates complaints of code violations and issues correction notices, stop work orders, and citations; collaborates with the offices of the District Attorney, Zoning Administrator, Health Officer, Planning Commission and other agencies to resolve violations; prepares reports and case documentation, and attends hearings and court proceedings and acts as an expert witness.
6. Plans and recommends code enforcement strategies and policies; develops code enforcement procedures and schedules; assists planners in preparing new municipal codes or revising existing ordinances.

7. Prepares correspondence to educate the public and advise individuals on the status of code enforcement activities.
8. Issues "Stop Work" notices and reports findings. Prepares and maintains reports and documents relative to inspection activities.
9. Inspects fire and storm damaged buildings.
10. Learns to read complex plans and specifications to assure code compliance.
11. Participates in training courses and conferences. Receives training and advises City staff, property owners, builders and the public regarding compliance with Title 24 accessibility requirements and associated ADA regulations. Keeps abreast of changes in codes, ordinances and construction methods and materials.
12. Staff building functions during times of Building Official's absence, vacation etc.

MINIMUM QUALIFICATIONS

Graduation from a standard senior high school or GED equivalent, and Two (2) years of experience as a building inspector in a public agency, or five (5) years of journeyman level experience in the construction or building trades or equivalent combination of specifically related training, education and experience; or any equivalent combination of education and experience.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of principles and techniques of building inspection; principles and techniques of plan checking; modern methods of building construction; properties of building materials; applicable federal, state and local codes and regulations relating to building inspection.

Skill in the operation of the listed equipment.

Ability to interpret and enforce applicable codes, regulations and ordinances relating to building construction and structural requirements; apply technical knowledge of building trades; use sound inspection methods to examine workmanship and materials and to detect deviations from plans, specifications and standard installation practices; read and interpret diagrams, plans and specifications; make mathematical computations rapidly and accurately.

Establish and maintain cooperative working relationships.

Read and interpret building and grading plans and specifications; learn, apply, and interpret building codes and grading regulations; learn and apply methods and system of legal enforcement and prosecution; learn to use personal computers and make arithmetic calculations.

Deal effectively with the public to secure cooperation and maintain good relationships maintaining objectivity and impartiality.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one by start of employment. I.C.C. certification as Residential Building Inspector must be obtained within one year from date of hire.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; copy machine, fax machine, portable radio; phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be

made to enable individuals with disabilities to perform the essential functions. Work is performed in office and outdoor settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPOINTMENT AND BENEFITS

Appointment: Appointment is subject to successfully passing a pre-employment physical, background and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the U.S. Following appointment, a twelve month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.

Benefits: Retirement: CalPERS; [2.5%@55](#) for classic CalPERS members, 2%@62 formula for new CalPERS Members. Medical: contribution by the City to your health, dental and vision care; life insurance; a 457 plan, and Employee Assistance Programs. Other benefits also include vacation, sick leave, and holidays. The City does not participate in Social Security. The City offices are closed for one week, without pay, usually between Christmas and New Years.

APPLICATION AND TESTING PROCESS

Application, resume and supplemental questionnaire must be submitted to the Personnel Department, 420 Capitola Ave., Capitola, CA 95010, by mail or email. An application may be obtained by calling 831-475-7300 or by going to the City's website at www.cityofcapitola.org. Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.

Reasonable accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.

BUILDING INSPECTOR
SUPPLEMENTAL QUESTIONNAIRE

Please provide complete, but concise responses to the following questions. In your responses, please note the position(s) held and the length of service where you acquired related experience, as applicable. If you do not have any experience or training related to a question, please enter "N/A".

Each answer should not exceed one 8.5 x 11 inch page, single-spaced with all margins no less than one-inch. At the top of each page please include your name and page number. For each question, please write it out completely before responding. The responses to these questions will be reviewed and evaluated prior to the next step in the recruitment process.

1. Describe your experience with Federal, State, and Municipal Codes, ordinances, and/or regulations related to building construction, electrical, mechanical, plumbing and gas installations.

2. Describe your experience with reviewing construction plans and conducting field inspections of buildings and development projects. Please include the number of years of experience you possess and your scope of responsibilities.