



AN EQUAL OPPORTUNITY EMPLOYER
(WOMEN, MINORITIES, AND DISABLED ARE ENCOURAGED TO APPLY)

ANNOUNCES AN OPEN RECRUITMENT FOR:

BUILDING INSPECTOR/SENIOR BUILDING INSPECTOR
OR ASSOCIATE BUILDING OFFICIAL
Application Deadline: OPEN UNTIL FILLED

DEPARTMENT: Public Works, Building and Safety Division
LOCATION: Countywide
SALARY: Building Inspector: \$4188 \$4398 \$4616 \$4841 \$5088**
Senior Building Inspector: \$4787 \$5031 \$5276 \$5536 \$5815**
Associate Building Official: \$5784 \$6077 \$6384 \$6700 \$7035**
(The above monthly salary is paid over 26 pay periods annually.)

****BENEFITS:** CalPERS Retirement System: Existing ("Classic") CalPERS members as of January 1, 2013, (2% at 55) – Inyo County pays employee contribution for current CalPERS members; new CalPERS members hired after January 1, 2013 (2% at 62) will be required to pay employee portion of retirement. Medical Plan – Inyo County pays a portion of employee and dependent monthly premium on PERS medical plans; 100% of employee and dependent monthly premium paid for dental and vision; \$20,000 term life insurance policy on employee. Vacation – 10 days per year during the first three years; 15 days per year after three years; 1 additional day for each year of service after ten years to a maximum of 25 days per year. Sick leave – 15 days per year. Flex (personal days) – 5 days per fiscal year. Paid holidays – 11 per year.

DEFINITION:

Building Inspector/Senior Building Inspector - To inspect residential and commercial buildings and structures in all stages of construction, alteration, and repair as a journey-level building inspector; enforce building, plumbing, and electrical codes and laws; and to perform related duties as required.

Associate Building Official - To be responsible for inspection of all residential, commercial, and industrial buildings and structures in all stages of construction, alteration, and repair. Supervise and/or act as a journey-level building inspector; Supervise and/or perform enforcement of building, plumbing, and electrical codes and laws; and to perform related duties as required.

ESSENTIAL JOB DUTIES:

Building Inspector/Senior Building Inspector - Makes field inspections of building construction, plumbing, and electrical installations in residential, business, or public buildings to ensure compliance with applicable codes, ordinances, and regulations; conducts final inspections of completed work giving approval to acceptable structures and installations; review construction plans for location, setbacks, easements, and conformance with building codes; issues building permits; investigates violations of building and zoning laws; issues correction or stop work notices when necessary, and notifies owner of defects in building work; provides builders and the general public with information concerning various building regulations and codes; checks quality of materials and methods of construction; gives field approval to plan changes where obvious compliance with code provisions is involved; interprets and enforces a variety of codes, ordinances, and regulations; spot checks new construction for compliance with applicable codes and ordinances; keeps records and maintains reports of inspections and related activities.

Associate Building Official - The Associate Building Official is a single position class that serves as a full line assistant to the Public Works Director in his/her capacity as the Director of Building & Safety and County Building Official. Supervises subordinate Building Department staff. Makes field inspections of building

construction, plumbing, and electrical installations in residential, business, or public buildings to ensure compliance with applicable codes, ordinances, and regulations; conducts final inspections of completed work giving approval to acceptable structures and installations; review construction plans for location, setbacks, easements, and conformance with building codes; issues building permits; investigates violations of building and zoning laws; issues correction or stop work notices when necessary, and notifies owner of defects in building work; provides builders and the general public with information concerning various building regulations and codes; checks quality of materials and methods of construction; gives field approval to plan changes where obvious compliance with code provisions is involved; interprets and enforces a variety of codes, ordinances, and regulations; spot checks new construction for compliance with applicable codes and ordinances; keeps records and maintains reports of inspections and related activities.

EMPLOYMENT STANDARDS

BUILDING INSPECTOR - High school graduate or equivalent with two years of responsible building inspection work involving code enforcement, preferably in a California governmental agency, plus completion of two or more ICBO trade certifications; OR four years of recent experience as a superintendent of building construction projects which involved code application and supervision of several of the building trades may be appropriate alternative experience.

SENIOR BUILDING INSPECTOR - High school graduate or equivalent with three or more years of responsible building inspection work involving code enforcement, preferably in a California governmental agency, plus completion of two or more ICBO trade certifications; OR five years of recent experience as a superintendent of building construction projects which involved code application and supervision of several of the building trades may be appropriate alternative experience.

ASSOCIATE BUILDING OFFICIAL - High school graduate or equivalent with three or more years of responsible building inspection work involving code enforcement, preferably in a California governmental agency, plus completion of two or more ICBO trade certifications; OR five years of recent experience as a superintendent of building construction projects which involved code application and supervision of several of the building trades may be appropriate alternative experience. **Must possess ICC certification as a Building Official.**

Knowledge of: Proper methods and techniques of building construction; accepted safety standards and methods of building construction; building tools and materials; building codes, ordinances, and safety orders enforceable by the County.

Ability to: Apply knowledge to enforce proper codes and ordinances; follow proper inspection techniques to examine workmanship and materials, and detect deviations from plans, regulations, and standard construction practices; read and interpret building plans, diagrams, specifications, and building codes; advise on standard construction methods and requirements; make arithmetical computations quickly and accurately; enforce necessary regulations with firmness and tact; maintain accurate work records and prepare comprehensive reports; enforce necessary regulations with firmness and tact; work cooperatively with those contacted in the course of work.

Physical ability to: Applicant must have the ability to lift in excess of 50 pounds, bend, squat, stoop, stand, and sit for extended periods. This position will also require the incumbent to work in confined spaces including under floor and attic areas. The applicant shall also have the ability to work in extreme weather conditions.

Core Competencies:

The core competencies listed below and the ability to immediately demonstrate these competencies consistent with the position's level in the department and the specific work assignment:

Intensity: Goes after the goal with passion; is results oriented, and gets the job done. *Key Concepts:* Risk-taker; results-oriented; and initiative driver.

Ethical Behavior: Does what is right regardless of temptations and pressures to do otherwise; upholds the public's trust; and conducts self-according to a set of principles. *Key Concepts:* Respect; trust; responsible; fair; and caring.

Influence: Affects successful outcomes for the organization through the use of masterful leadership, collaboration, and a keen understanding of the organization, its goals, and the interests of all parties. *Key Concepts:* Engaged; collaborative; strategic orientation; situational awareness; organizationally savvy; inspirational; energizing-empowering; team orientation; and change agent.

Commitment: Successfully builds relationships with and promotes involvement of diverse groups; considers the needs of diverse clients when developing policies and procedures related to service; works closely with diverse groups to identify and deliver services that meet their needs and the strategic objectives of the program; establishes customer service as the single purpose to which all resources are dedicated; focuses on delivering the best services possible to the public; focuses on customer needs; and is committed to public service. *Key Concepts:* Public servant; and customer service.

Interpersonal Skills: Possesses and uses versatile communication styles and approaches; understands the underlying psychology of why people act as they do and changes approach to affect positive outcomes; builds rapport throughout the organization; and develops human potential. *Key Concepts:* Staff development; communication; listening; delegation; recognition; and buy-in.

Resiliency: Is adaptable; takes direct action; leads by example; exhibits tenacity. This leader is ready, flexible, self-reliant, and has a reputation for finding opportunities in difficult situations. *Key Concepts:* Action-orientation; adaptability; flexibility; agility; tenacity; survivability; courage; confidence; and intuition.

Craftsmanship: Rejects the "good enough for government work" attitude; takes ownership of work done and results accomplished; takes pride in delivering quality services to customers; seeks out opportunities to develop new and creative solutions and programs; imagines possibilities; defines a vision, and works to bring vision into reality. *Key Concepts:* Innovative; imaginative; inventive; pride-in-work; accountability; self-development; and self-starter.

Special requirements: Must possess or obtain by appointment date a valid operator's license issued by the State Department of Motor Vehicles; must successfully complete a pre-employment background check.

SELECTION: Selection procedures will be determined by the number and qualifications of applicants and may include a qualification screening and oral examination.

APPLICATION: Applications **must be received** in the Personnel Office, P.O. Box 249, Independence, CA 93526. Must apply on Inyo County application form. A cover letter and/or resume will be accepted in addition to the application form but will not serve as a substitute for a completed application. **It is not acceptable to complete the application with statements like "See/Refer to Resume" or "See Attached"**. Incomplete applications will not be processed. Applications may be faxed to meet the deadline—original application with original signature must be received also.

REASONABLE ACCOMMODATION FOR INDIVIDUALS WITH QUALIFYING DISABILITIES: Inyo County will make reasonable efforts in the examination process on a case-by-case basis to accommodate persons with disabilities. If you have special needs, please contact (760) 878-0295 prior to the examination process.

CITIZENSHIP/IMMIGRATION STATUS: Inyo County employs only U.S. citizens and lawfully authorized non-citizens in accordance with the Immigration Reform and Control Act of 1986.

The County of Inyo has work sites throughout Inyo County in the Owens Valley (Independence, Bishop, Lone Pine, Big Pine, and Olancho) and the Death Valley area (Death Valley, Shoshone, and Tecopa). **All positions are considered Countywide positions.** Positions are assigned to a work site based upon the needs of the County. Positions may be temporarily or permanently reassigned to another work site as deemed necessary by the Department Head and/or County Administration.