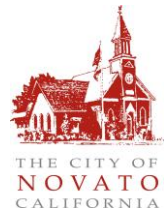


City of Novato is recruiting for a



## BUILDING INSPECTOR I/II 2-YEAR LIMITED TERM POSITION



### THE POSITION

The Building Inspector I/II performs a variety of building inspection duties at various stages of construction, alteration and repair including the review of building plans and specifications and issuing building permits; assisting in the investigation of municipal code violations; tracking and developing related correspondence and reports.

### FINAL FILING DEADLINE

**May 31, 2017 at 5:00pm**

To apply for this position, please visit

[www.governmentjobs.com](http://www.governmentjobs.com) or  
[www.novatojobs.org](http://www.novatojobs.org)

### COMPENSATION AND BENEFITS

**Building Inspector I: \$5,316 - \$6,461/month**  
**Building Inspector II: \$5,815 - \$7,069/month**

Placement in the classification series and salary range is dependent upon qualifications and experience.

3% Cost of Living Adjustments scheduled for 7/1/17 & 7/1/18.

**Monthly contribution towards benefits up to \$1,775 per month based on benefit enrollment level.**

### THE IDEAL CANDIDATE

The ideal candidate will demonstrate the ability to learn and/or perform competent and efficient work as a combination Building Inspector in the review of structures for conformance and structural plans, analysis and preparation of reports and documentation concerning inspection problems and code interpretations, and California and city building codes, ordinances, laws and regulations pertaining to building and be able to prioritize and manage multiple projects and tasks simultaneously, often under tight deadlines. This candidate also possesses the ability to communicate clearly and concisely both orally and in writing and to establish and maintain effective working relationships with those contacted in the course of conducting business.

### MINIMUM QUALIFICATIONS

Building Inspector I - Two years of experience in the architectural, building construction or building maintenance fields. Some building inspection experience is desirable and the equivalent to completion of the twelfth grade.

Building Inspector II - Two years of responsible combination building inspection experience equivalent to that of a Building Inspector I in the City of Novato and the equivalent to the completion of the twelfth grade.

### LICENSE AND CERTIFICATES:

Possession of, or ability to obtain, an appropriate, valid California driver's license.

**Possession of a Building, Plumbing, Mechanical, or Electrical Inspector Certificate issued from International Code Council (ICC), or certification from an equivalent nationally recognized certification agency, is desirable at time of appointment.**

TO VIEW THE JOB DESCRIPTION IN ITS ENTIRETY, PLEASE VISIT [www.novatojobs.org](http://www.novatojobs.org)

## DUTIES

A sample list of duties may include:

- Perform complex inspection duties in trade specialties such as plumbing, electrical and mechanical, structural and finish trade areas; inspect a large variety of other complex and routine building system elements.
- Review structures for conformance and structural plans; analyze and prepare reports and documentation concerning inspection problems and code interpretations.
- Participate in the checking of building plans; assist in the review and renewal of commercial tenant improvement plans and residential plans; issue building permits.
- Assure proper and safe installations of routine and complex building systems.
- Coordinate inspection activities with other City departments and divisions.
- May assist in the conduct of zoning and general land use and code enforcement inspection work including conducting property inspections for compliance of the City's Municipal Code and health and safety codes.
- Prepare and file reports and participate in the preparation of documentation of submission to the City Attorney.
- Confer with architects, contractors, builders and the general public in the field and office; explain and interpret building and municipal code requirements and restrictions.
- Maintain detailed records and prepare reports.

## EMPLOYEE INFORMATION AND BENEFITS:

**Employment Process:** Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

**Immigration and Reform Act:** In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

**Retirement:** The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility.

**Benefits:** The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. For the remainder of 2016, the City contribution is up to \$1,775 per month for the highest benefit enrollment level. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

**Leaves:** The City offers 13 paid holidays; 80 hours of vacation at the first year of service. Vacation accrual increases at each year of service. 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

**The City of Novato is an Equal Opportunity Employer.**

**The City will make reasonable efforts in the selection process to accommodate persons with disabilities.**

**Please advise the Human Resources Division of such special needs at the time of application.**