



**COUNTY OF SONOMA (CA)
INVITES APPLICATIONS FOR THE POSITION OF:**

Building Inspector II - EXTRA HELP

An Equal Opportunity Employer

SALARY

\$30.89 - \$37.54 Hourly

OPENING DATE: 03/23/16

CLOSING DATE: 04/06/16

THE POSITION

The County of Sonoma's Permit and Resource Management Department seeks an experienced Building Inspector to join their team.

A Building Inspector II visually inspects buildings and structures of all occupancy groups and construction types being constructed, altered, relocated, or repaired, for compliance with State and County codes and ordinances; performs a variety of combination inspections including building, plumbing, electrical, mechanical, fire, and life safety; reviews plans and specifications for code compliance; and issues permits for construction of improvements in accordance with current code requirements.

The ideal candidate will possess:

- Excellent judgment and a common sense approach to issues in order to arrive at a reasonable and effective course of action.
- Considerable knowledge of State and County codes and ordinances.
- The ability to learn and apply specific County ordinances.
- The ability to recognize construction which deviates from plans.
- Excellent customer service skills in the field and office.

This recruitment is being conducted to fill **one extra-help (temporary)** vacancy in the Permit and Resource Management Department. This employment list may also be used to fill future extra-help vacancies as they occur during the active status of this list.

EXTRA-HELP EMPLOYMENT

Extra-help employees relieve or augment permanent staff. Temporary, extra-help employees are not in the classified civil service and do not have property rights to permanently allocated positions. In addition, they do not receive most employee benefits such as: long-term disability insurance coverage; accrual of vacation and sick leave; participation in the County retirement program; or eligibility to take promotional examinations. **Temporary extra-help employees are limited in their employment to a maximum of one calendar year. These employees must be off of work for three months before they can be re-employed on an extra-help basis.** Extra-help employees who meet the eligibility requirements (generally worked 11 consecutive pay periods with a minimum of 440 hours and are scheduled at least 40 hours per pay period) may qualify for a County contribution toward medical coverage.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

Responses to supplemental questions may be scored using position-specific criteria.

Please provide specific and detailed responses of a reasonable length to allow for thorough assessment of your qualifications. Responses which state "See Resume" or "See Application" may be considered insufficient and therefore may not be scored.

MINIMUM QUALIFICATIONS

Education: High school graduate and recent academic course work relating to the knowledge and abilities is required.

Experience: Experience as a Building Inspector, Construction Supervisor, Architect, or closely related occupation which required the application of skills, knowledge, and abilities listed; or one year of experience as a Building Inspector I with the County of Sonoma; or six years as journey level trades person.

Licenses: Possession of certification as a combination inspector or two or more specialty trade certificates are required within one year of appointment. Possession of a valid driver's license at the appropriate level including special endorsements, as required by the State of California, may be required depending upon assignment to perform the essential job functions of the position.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of: the provisions of the California Building, Housing, Plumbing, Electrical, and Mechanical codes, Fire Safe Standards and related State and County codes and ordinances; energy conservation, disabled access, earthquake safety, and flood plain regulations, modern building and construction materials, and their quality as it relates to State and County codes and ordinances, and of tools, practices, and techniques used in the various building and construction trades; job site safety procedures; the use of electronic information equipment and specific systems as used within the department.

Ability to: read and understand complex residential, commercial or industrial construction plans and specifications; effectively and accurately interpret building plans, contract documents, schematics, and specifications; write and speak clearly and concisely for the purpose of instructions and reports; make visual inspections, detect deviations from approved plans, specifications and to insure compliance and enforce State and County codes and ordinances; visually detect substandard building and construction materials and work; understand and verbally or visually interpret and clarify specific State and County codes and ordinance requirements; establish and maintain effective working relationships with contractors, the public, and other agencies; use testing equipment in the inspection of residential and commercial structures; work effectively with a minimum of supervision; exercise initiative to complete work within a prescribed time limit; effectively evaluate situations and identify problems in the field and independently arrive at a reasonable and effective course of action; recommend proper methods of correcting building code violations in a concise and timely manner; communicate effectively, tactfully, and courteously with others; utilize electronic information systems and analyze and interpret such information.

SELECTION PROCEDURE

The information contained in the application and responses to the supplemental questions will be evaluated and taken into consideration throughout the employment process. Applicants should list all employers and positions held within the last ten years in the work history section of your application and should be as thorough as possible when responding to the supplemental questions. You may include history beyond ten years if related to the position for which you are applying. If you held multiple positions with one employer, please list each position separately. Failure to comply with these instructions may impact your competitiveness in this process or may result in disqualification.

For more detailed information about examination steps and the hiring process, you are

encouraged to go to: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1464> and review the Hiring Process Overview.

APPLICATION SUBMISSIONS REQUIRE THE SUPPLEMENTAL QUESTIONNAIRE BE COMPLETED.

The selection procedure will consist of the following examination:

An Application and Supplemental Questionnaire Appraisal (pass/not pass) will be conducted to evaluate each applicant's combination of educational coursework, training, experience, knowledge, and abilities which relate to this position to ensure satisfaction of the minimum qualifications for this position. Candidates who possess the minimum qualifications for the position will be placed on an extra-help employment list and referred to the department. The department may contact candidates from the employment list who possess the most appropriate job-related qualifications for further consideration.

HOW TO APPLY

Applications are accepted on-line at www.yourpath2sonomacounty.org. Paper applications may be submitted by person, fax (707-565-3770), email, or through the mail. All applications and appropriate supplemental information as outlined in the job bulletin must be RECEIVED by the time and date specified on the first page of this job announcement. Applications received after the recruitment closes will not be accepted.

The County of Sonoma is committed to a policy and actively pursues a program of equal employment and non-discrimination. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>

HR Analyst: LC
HR Technician: KW

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.yourpath2sonomacounty.org>
OR
575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #16/03-1405-EH
BUILDING INSPECTOR II - EXTRA HELP
LC

Building Inspector II - EXTRA HELP Supplemental Questionnaire

* 1. How did you first learn about this opportunity?

- Association of Bay Area Governments
- California Building Officials
- CalJobs
- Careersingovernment.com
- County Building Officials of California
- Craigslist
- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- International Code Council
- La Voz
- Latino Service Providers
- Monster
- North Coast Builders Exchange
- Press Democrat

- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Other Internet Site

- * 2. Please list any education and/or training you have completed that relates to the building or construction trades. Please provide the names of the classes and/or training, where they were given, and the dates completed.

- 3. Please list any certificates and/or licenses you currently possess related to the building and/or construction trades.

- * 4. Please describe your experience as a Building Inspector, Construction Supervisor, Architect, or other closely related occupation. Include your title, duties, name of employer and dates of employment (mm/yy - mm/yy).

- * Required Question