

COUNTY OF
SONOMA



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

Senior Building Inspector

An Equal Opportunity Employer

SALARY

\$33.42 - \$40.61 Hourly \$5,812.63 - \$7,063.16 Monthly \$69,751.55 - \$84,757.94 Annually

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.

Important Note: The department anticipates filling this vacancy at either the Building Inspector II or Senior Building Inspector level. **If you are interested in applying at the Building Inspector II level, you will need to apply to the separate, concurrent recruitment being conducted for that classification.**

Senior Building Inspectors work closely with supervisors and staff to oversee daily inspection operations. Responsibilities include scheduling daily routes; analyzing and advising staff on non-routine plans and inspections; clarifying and interpreting code disputes to seek compliance from architects, engineers, and designers at building stage; training, leading, and/or supervising subordinate staff; and conducting building construction inspections for County code compliance while interpreting application plans. These positions may be assigned large, diversified geographic areas containing the more complex building/combination inspections for commercial and residential structures, and manage special inspection programs.

The ideal candidates will possess:

- Extensive, in-depth knowledge of current model codes.
- Strong decision-making skills.
- The ability to lead and influence others.
- Excellent judgment and a common sense approach to issues.
- Excellent customer service skills in the field and office.
- Plan Check and/or CASP certification(s) desirable.

This recruitment is being conducted to fill **one full-time** Senior Building Inspector vacancy. This employment list may also be used to fill future full-time, part-time, or extra-help (temporary) vacancies as they occur during the active status of this list.

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 graduation and recent academic course work relating to the knowledge and abilities listed is required.

Experience: Experience which would provide an opportunity to acquire the knowledge and abilities listed. Normally, a minimum of two years of experience as a building inspector in a governmental agency utilizing the California Building Code.

Licenses & Certifications: Possession of certification as a combination inspector or certificates in Building, Plumbing, Mechanical, and Electrical inspection are required. Possession of a valid driver's license at the appropriate level including necessary 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

Thorough knowledge of: the general and specific provisions of the California Building, Housing, Plumbing, Electrical, and Mechanical codes, Fire Safe Standards and related State and County codes and ordinances; 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; the use of electronic information equipment and specific systems as used within the department.

Knowledge of: the departmental and county procedures in pursuing an orderly building abatement process, the upgrading of potential or existing hazardous building or structural conditions and for providing technical assistance to upgrade substandard conditions under State and County codes and ordinances.

Ability to: effectively and accurately interpret construction documents; write and speak clearly and concisely for the purpose of instructions and reports; make visual inspections, detect deviations from approved plans, specifications and to secure compliance and enforce State and County codes and ordinances; visually detect substandard building and construction materials, work and conditions; 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; utilize electronic information systems and analyze and interpret such information; serves as first-line public contact for dispute resolution.

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 & Supplemental Questionnaire Appraisal Examination** (weight 100%) will

be conducted to evaluate each applicant's application and supplemental questionnaire for satisfaction of minimum qualifications (pass/not pass), and for educational coursework, training, experience, knowledge, and abilities which relate to this position. Each applicant will be evaluated based on the following criteria:

- Relevance of work history, related experience, and achieved level of education and/or training as described in the application and responses to the supplemental questions.

Candidates demonstrating possession of the minimum qualifications will be placed on an employment list in order of most qualified to least qualified based on the achieved score received in the Application & Supplemental Questionnaire Appraisal Examination. Scores may be adjusted based on such factors as number of candidates, anticipated vacancies, past practice, and natural breaks in the scores achieved by this group of candidates.

ADDITIONAL INFORMATION

A background investigation is required prior to employment. Candidates referred to departments for a selection interview are typically required to sign authorization and release forms enabling such an investigation. Failure to sign prescribed forms will result in the candidate not being considered further for that vacancy. Reference information will not be made available to applicants.

Additionally, a pre-employment medical examination, including a drug screening, will be required prior to employment

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 #16/03-1407-O
SENIOR BUILDING INSPECTOR
LC

Senior Building Inspector Supplemental Questionnaire

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

- Association of Bay Area Governments
- California Building Officials
- CalJobs
- Careersingovernment.com
- College or University
- County Building Officials of California
- Craigslist

- Employee of Sonoma County
- Facebook
- GovernmentJobs.com
- Hispanic Chamber of Commerce of Sonoma County
- International Code Council
- Job Fair
- La Voz
- Latino Service Providers
- Minority Organization or Group
- Monster
- North Coast Builders Exchange
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Twitter
- Other Internet Site

- * 2. This position requires certification as a Combination Inspector or Certificates in Building, Plumbing, Mechanical and Electrical Inspection. Please check the Certifications you possess.
 - I possess a certification as a Combination Inspector.
 - I possess certifications in Building, Plumbing, Mechanical, and Electrical Inspection.
 - I do not possess these certifications.
- * 3. Please describe your education or coursework, and professional designations related to the inspection of buildings. Your response should include the name(s) of the educational institution, degree(s)/diploma(s) obtained, and the name(s) of courses or designations completed.
- * 4. Please list any additional certification(s) you have obtained related to this position. Include the name of the certification(s) and the name(s) of the educational institution(s).
- * 5. Please describe your experience inspecting complex residential and commercial projects. Your response should include the types of projects you have inspected and what made them complex. Please provide the name of your employer(s), your job title(s), and dates employed where you gained this experience.
- * 6. Please describe a specific experience you had with a complex inspection involving multiple inspections and the contractor not completing correction notices as required. Include why it was complex, your approach, how you worked cooperatively to gain compliance, the results, and how you communicated the results to the stakeholders.
- * 7. Please describe your experience training or leading others, including the type and depth of training or lead work provided and the level of employee you trained or led. Please provide the name of your employer(s), your job title(s), and dates employed where you gained this experience.

* Required Question



COUNTY OF SONOMA BENEFITS: GENERAL*

These are some of the excellent benefits the County offers:

Paid Time Off: Competitive vacation accrual; 11 holidays per year and generous sick leave accruals.

Health Plan: Choice of five health plans (a PPO, EPO, HMO, and two deductible HMOs) with a County contribution towards the premium (the contribution amount varies by bargaining unit. For specific details, please refer to the applicable MOU). A County contribution to a Health Reimbursement Arrangement is available for some bargaining units.

Cash Allowance: A cash allowance of approximately \$600 per month, in addition to monthly salary

Retirement: Defined benefit plan fully integrated with Social Security.

IRS 457 Plan: Pre-tax employee contribution up to the IRS annual maximum.

Retiree Medical: County contribution to a Health Reimbursement Arrangement to help fund post-retirement employee health insurance/benefits.

Plus excellent dental, vision, disability, life insurance, professional development and more.

For answers to specific questions regarding the employment process, more details about benefits or retirement, please contact Human Resources at (707) 565-2331. Additional details about benefit and compensation packages can be found in the MOUs located here: <http://sonomacounty.ca.gov/HR/Employee-Relations/Labor/>. For specific information about health and welfare benefits including plan options, coverage, and premium amounts go to <http://sonomacounty.ca.gov/Departments-Agencies/Human-Resources/> or, contact the Human Resources' Risk Management-Benefits Office at benefits@sonoma-county.org or (707) 565-2900.

*IMPORTANT NOTES: Benefits described herein do not represent a contract and may be changed without notice.