BUILDING INSPECTOR/CODE ENFORCEMENT OFFICIAL
(Part-Time)

PAY RANGE: $22.08 - $26.85 per hour. Part-time, no benefits.

RESPONSIBILITIES: Inspects residential and commercial structural, electrical, plumbing and mechanical installations for compliance with approved plans and applicable codes; conducts plan checks for code compliance; enforces building codes and zoning codes; issues building permits; interacts with the public regarding building inspection and code compliance issues.

EXAMPLES OF DUTIES: Provides information to the public about codes and ordinances; reviews construction plans and specifications for completeness and code compliance; conducts field inspections for all phases of construction; issues building permits and occupancy certificates; investigates and issues citations for code violations; prepares inspection reports and related documents; processes nuisance abatement complaints; prepares reports as necessary to the City Manager/City Council.

MINIMUM QUALIFICATIONS:

EDUCATION: High school diploma or equivalent. An Associate of Arts certificate in Inspection Technology is desirable.

EXPERIENCE: Five years of progressively responsible experience in building construction, building inspection, and/or code enforcement. An equivalent combination of education and experience sufficient to demonstrate the ability to successfully perform the duties of the job may be considered. Municipal building inspection experience is desirable.

KNOWLEDGE of construction principles and practices; construction tools and materials; accepted safety standards; the provisions of the Uniform Building Codes and Title 24.

ABILITY to read, review and comment on construction plans and specifications to determine compliance; make mathematical computations accurately; develop reports on all phases of building inspection and code enforcement; establish and maintain effective working relationships with those contacted in the course of work; conduct on-site inspections.

CERTIFICATIONS: Possession of a valid ICC (International Code Council) certification as Building Inspector or Combination Inspector, and in at least one other discipline; or the ability to obtain such certifications within one year of hire. IAEI/ICC certification as Electrical Inspector and ICBO certification as Plumbing or Mechanical Inspector or Plans Examiner is desirable.

LICENSE: Possession of a valid California Motor Vehicle Operator’s license issued by the State Dept. of Motor Vehicles, or equivalent if a resident of another state. Must maintain a license in compliance with the City employee driving standards.

EMPLOYMENT APPLICATION PACKAGE
A complete City application with supplemental questionnaire is required. A current resume and copies of relevant certificates may also be submitted.

An application package may be obtained from the City of Crescent City, Personnel Office, 377 “J” Street, Crescent City, CA 95531 (707)464-7483 or at www.crescentcity.org.

FINAL FILING DATE: Apply immediately. Position is open until filled.

Candidates must successfully complete a written exam and oral interview.

Subsequent to a job offer and prior to being hired, a candidate must successfully complete a medical examination, a drug screen, a DMV record review, and a background check including fingerprints.

The City of Crescent City is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation, age, disability or marital status. The City of Crescent City makes reasonable accommodation for the disabled. Individuals requiring accommodation must inform the
Personnel Office in writing no later than the final filing date.

The City of Crescent City has a no smoking policy for all city facilities.

The provisions of this bulletin do not constitute an express or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

CRESCENT CITY is located on Hwy 101 on the pristine Northern California coast about 25 miles south of the Oregon border. The area offers an abundance of outdoor activities utilizing the proximity of the Pacific Ocean, two major rivers, national and state parks and recreation areas.

The City was incorporated in 1854 and consists of 60 full-time and 22 part-time employees. The City has a City Manager/Council form of government with a five-member elected City Council. There is a citywide population of 7,420 with a service area population of 15,000.

Employment Opportunity

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CITY OF CRESCENT CITY
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Crescent City, CA 95531
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