



Employment Opportunity Notice

BUILDING INSPECTOR/CODE ENFORCEMENT OFFICIAL

\$25.18 - \$30.61

Hourly Salary

(Part – Time position)

There is one (1) position available in the classification of a part-time Building Inspector/Code Enforcement Official for the City of Crescent City Public Works Department.

Applications can be picked up at City Hall or online at www.crescentcity.org.

This position is open until filled.

The City reserves the right to extend the filing deadline as necessary.

GENERAL STATEMENT OF DUTIES:

Inspects structural, electrical, plumbing and mechanical installations in residential, commercial and industrial buildings for compliance with approved plans and applicable codes; conducts plan checks; enforces building, plumbing, mechanical, electrical, and zoning codes and laws; reviews construction plans and specifications for compliance with building codes and City ordinances; issues building permits; answers and interprets questions from the public relative to building codes. This position is supervised by the City Manager or an authorized designee. This position has no supervisory responsibilities; performs other duties as required.

ESSENTIAL DUTIES:

Knowledge of:

- Construction principles and methods.
- Construction tools and materials.
- Accepted safety standards.
- The provisions of the Uniform Building Codes as amended by the State of California; Title 24 (Handicap Accessibility and Energy Regulations).
- Safety rules, regulations, and training applicable to work duties and to identify and prevent workplace hazards.
- Basic principles, methods, techniques, and practices of building inspection and zoning investigation.
- Basic provisions of State, County, and City laws, codes, and ordinances relating to property development.
- Types of building materials and variations in their quality.
- Modern methods of building construction.
- Acceptable health and safety standards in property development.
- Microsoft Office and desktop publishing software.

Skills and Abilities:

- Establish and maintain effective and cooperative working relationships with those contacted in the course of work.
- Effectively communicate in the English language, both verbally and in writing.
- Deal successfully with the public, in person and over the telephone.
- Courteously respond to community issues, concerns and needs.
- Make adjustments to standard operating procedures as is appropriate.
- Work independently.
- Understand and follow instructions.
- Use sound judgment in following and applying appropriate laws, regulations, policies and procedures.

- Interpret and apply policies, procedures and guidelines of the department to which assigned in a timely manner.
- Organize and prioritize work assignments to meet scheduled timelines.
- Read, review, and comment on construction plans, calculations, and specifications.
- 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, including contractors, property owners, regulatory agencies, co-workers, and the general public.
- Conduct on-site building inspections.

QUALIFICATIONS: *Any combination of education, experience and training which demonstrates the required knowledge and ability to successfully perform the essential job duties.*

Education: High school diploma or equivalent to 12th grade. An Associate of Arts Certificate in Inspection Technology is desirable.

Experience: At least three years of progressively responsible experience in building construction and building inspection. Municipal building inspection experience is desirable.

License/Certificate:

- Possession of a valid California Driver's License or equivalent, if a resident of another state and a satisfactory driving record are conditions of initial and continued employment.
- Possession of a valid ICC (International Code Council) certification as Building Inspector or Combination Inspector and at least one other discipline is required, or the ability to obtain a discipline certification within one year of employment. IAEI/ICC (International Association of Electrical Inspectors/International Code Council) certification as Electrical Inspector, ICBO (International Conference of Building Officials) certification as Plumbing Inspector, Mechanical Inspector, or Plans Examiner is desirable.

WORKING CONDITIONS: May be required to attend off-hour meetings. Incumbent may be exposed to weather conditions while performing some duties outdoors. Prior to placement at the worksite, the employee must positively pass a fingerprint check and drug screen.

APPLICATION PROCESS: A City of Crescent City application must be received in the Human Resources Department by 5:00 p.m. on the final filing date. Candidates may also apply directly online at www.crescentcity.org.

Application materials are available at City Hall on the Job Board or in Human Resources.

FINAL FILING DATE: Position is open until filled.

Wage and Benefits

Hourly Wage: \$25.18 – \$30.61 hourly rate paid bi-weekly.

Medical/Dental: Part-time and seasonal positions are not eligible for City-paid medical, dental or vision benefits.

Sick Leave: After 30 days of employment, sick leave is accrued at 24 hours annually.

Deferred Compensation: 457 Plan

Although benefits have been reported as accurately as possible, there has been no guarantee of complete benefit summary intended. All information provided is subject to the actual terms of the legal documents that control benefit programs.

Equal Employment Opportunity/Reasonable Accommodation:

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 or other non-merit factors in its hiring practices, including the process of recruitment, selection, promotion or other conditions of employment.

In accordance with the Americans with Disabilities Act, the City will make reasonable efforts during the interview process to accommodate people with special physical or mental requirements. If special accommodations are necessary, please contact the Human Resources Department prior to your interview date.

For any questions, please contact Human Resources.

City of Crescent City- Human Resources

Sunny Valero- HR Manager

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Crescent City, CA 95531

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www.crescentcity.org

