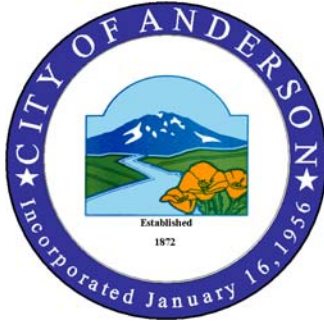


EMPLOYMENT OPPORTUNITY



BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER

Salary Range: \$20.57 - \$27.57/Hour

**Closing Date: Apply Immediately
Open Until Filled**

Electronic and faxed applications not accepted.

DEFINITION

Under general supervision, review plans and make field inspections of new and existing buildings and structures in all stages and types of construction, alteration, and repair for compliance with applicable laws relating to maintenance, construction, alterations, conversion, use, occupancy, safety and sanitation.

EXAMPLE OF DUTIES

- Reviews plans and specifications and inspects buildings and related structures to see that construction, alterations, or repairs are being done according to approved building plans and specifications and in compliance with building and safety codes and relevant ordinances;
- Checks the methods and quality of building materials of wood framing, plastering, concrete, masonry, reinforcing steel erection, mechanical and electrical equipment installation, and plumbing;
- Inspects buildings for compliance with existing regulations as to structure, occupancy, utilities, and fire prevention and fire hazards;
- Interprets codes and regulations and advises on inquiries relating to construction, installation, and repair methods and materials;
- Makes inspections of structures and determines if rehabilitation or condemnation is required;
- Inspects structures to be relocated within the City as to structural stability and conformance with all applicable codes;
- Keeps informed of approved methods, materials, and equipment pertaining to building construction;
- Prepares and signs permits;
- Issues citations when required;
- Maintains records; and
- Prepares reports on inspection activities.

DESIRABLE QUALIFICATIONS

Training and Experience - Any combination equivalent to graduation from high school and three years of journeyman experience in building trades.

Knowledge and Abilities - Knowledge of building construction, alteration, repair methods, and building materials; knowledge of techniques and methods of building inspection; knowledge of Uniform building, plumbing, mechanical and National Electrical Code, California Code of Regulations, Titles 24 and 25; applicable ordinances, rules and regulations and their administration and enforcement; ability to read, comprehend and interpret City codes, related laws, and legal documents; ability to identify existence of code violations; ability to use proper judgment in determining the degree of compliance with various laws; ability to reach independent and accurate conclusions based on knowledge of pertinent codes: ability to prepare clear, concise and complete written reports; ability to communicate tactfully and firmly with the public in difficult situations; and the ability to establish and maintain effective relationships with others.

SPECIAL REQUIREMENTS

Possession of an ICBO Building Inspector, Combination Building Inspector, or Plans Examiner Certification. Valid California driver's license required, certification and training from an accredited Code Enforcement organization or school is highly desirable.

TOOLS AND EQUIPMENT USED

Office equipment used will include personal computer, electronic tablet, printer, scanner, calculator, telephone, copier, and fax machine; may also use specialized equipment such as cameras, etc. Typical computer software used includes Microsoft Excel, Microsoft Word, and Microsoft PowerPoint, and permitting software. Small tools used will include flashlight, hammer, tape measure, etc. Such small tools are typically no more than five pounds each and three to five tools may be carried at a time. Other equipment may include a hardhat, harness, Personal Protective Equipment, ladder, scaffolding, or motor vehicle.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some bending, twisting, stooping, lifting, carrying, pushing and/or pulling objects and material of weight (up to 25 pounds); sitting for extended periods of time at a keyboard or computer workstation; standing, walking various distances; walking on uneven ground; climbing ladders; balancing and/or working at heights above the ground; wearing a safety harness and required OSHA Personal Protection Equipment (PPE); use of hands and fingers to operate a variety of objects, tools, vehicles, and equipment; ability to talk and hear clearly and concisely to communicate with citizens, general public, staff and

managers on a continuous basis. Tasks may occasionally include bending, stooping, climbing, balancing, kneeling, crouching, or crawling, reaching above and below waist height, craning neck, lifting a 12' aluminum extension ladder out of the back of a pickup and carrying it 40 feet to a building; and assisting in moving heavier items or equipment weighing 30-50 pounds.

VISION: Ability to see in the normal visual range, with or without correction, as set forth by the State of California Department of Motor Vehicles standards for safe vehicle driving. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, the ability to adjust focus, and the ability to distinguish color.

HEARING: Ability to hear in the normal audio range with or without correction. Hearing should be adequate to hear soft spoken voices of clients or customers, from what direction an arcing sound is coming, and by sound, identify if a door is hollow or solid.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in both outside and inside environmental conditions. The employee may be exposed to wet, hot, and/or humid conditions, airborne particles, dust, dirt, brush, ticks, mosquitoes, snakes, traffic and paint fumes, unsafe drivers, and various construction walking surfaces. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office and moderate to noisy in the field.

HOW TO APPLY

A City application form is required. A Resume may be submitted but will not be accepted in lieu of an application. Application forms may be obtained from the City of Anderson, Personnel Department, 1887 Howard Street, 3rd Floor, Anderson, CA 96007. (530) 378-6646, or one may be downloaded from our website at www.ci.anderson.ca.us.

SELECTION PROCESS

On receipt of completed applications, each candidate's education and experience qualifications will be evaluated; the selection process may consist of a qualifications appraisal, a written examination, an oral evaluation, or any combination of the above appropriate to the number of applications received. The scores resulting from the testing process will determine placement on an eligible list from which appointment(s) will be made.

EMPLOYMENT BENEFITS

Vacation:	10 days per year; 15 days after 5 years; 20 days after 10 years.
Holidays:	14 paid.
Sick Leave:	Earned at a rate of 1 day per month.
Retirement:	PERS - Provides 2% @ age 55 for classic employees and 2% @ age 62 for new employees entering CalPERS for the first time, supplemental to Social Security; credited sick leave. Highest 36 months. Employee pays member share.
Insurance:	Group insurance plans for employees/dependents includes life insurance, medical, dental, vision, and disability. City pays 93.3% of monthly premium plus (effective 1/1/15) one-half of rate increases. Section 125 (Cafeteria) Plan available.

The City of Anderson is an equal employment opportunity employer and does not discriminate with regard to race, age, color, sex, religion, national origin or disability. The City of Anderson will make reasonable accommodations upon request to applicants with disabilities.