

COUNTY OF
SONOMA



Room to Move. Room to Grow.

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

Building Inspector II

An Equal Opportunity Employer

SALARY

\$30.89 - \$37.54 Hourly \$2,479.66 - \$3,013.48 Biweekly \$5,372.59 - \$6,529.21 Monthly
\$64,471.14 - \$78,350.48 Annually

OPENING DATE: 08/25/16

CLOSING DATE: 09/12/16

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 full-time vacancy in the Permit and Resource Management Department. 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 the 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 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 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

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 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 visit <http://sonomacounty.ca.gov/HR/Recruitment-and-Classification/Getting-a-Job> 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 prioritizes and is committed to continuously providing a workplace where equal employment opportunity is afforded to all people. More information can be found at: <http://hr.sonoma-county.org/content.aspx?sid=1024&id=1256>.

HR Analyst: JG
HR Technician: RR

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.yourpath2sonomacounty.org>

OR

575 Administration Drive, Suite 116B,
Santa Rosa, CA 95403

EXAM #16/08-1405-O

BUILDING INSPECTOR II

JG

Building Inspector II 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
- Facebook
- GovernmentJobs.com

- Hispanic Chamber of Commerce of Sonoma County
- International Code Council
- La Voz
- Latino Service Providers
- Monster
- North Coast Builder's Exchange
- Press Democrat
- sonoma-county.org/www.yourpath2sonomacounty.org
- Sonoma County Human Resources Office
- Sonoma County Job Line
- Sonoma County Employee
- Sonoma County Website
- Twitter
- Other Internet Site
- Other Publication

- * 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).

- * 5. Please describe your experience interpreting building plans and specifications. Include your title, duties, name of employer, and dates of employment (mm/yy - mm/yy).

- * Required Question