



CITY OF PASADENA
Department of Human Resources
100 N. Garfield Ave., Rm S135, P. O. Box 7115
Pasadena, CA 91109-7215

<http://www.cityofpasadena.net/humanresources>

**INVITES APPLICATIONS FOR THE POSITION OF:
Building Inspector/Senior Building Inspector (Combination)**

An Equal Opportunity Employer

SALARY

\$29.05 - \$41.45 Hourly \$5,035.33 - \$7,184.67 Monthly \$60,424.00 - \$86,216.00 Annually

OPENING DATE: 07/29/10

CLOSING DATE: 08/19/10

THE POSITION

Under general supervision performs field inspections of residential and minor/major commercial buildings and structures, and their electrical, plumbing and mechanical systems to verify compliance with state and local building, electrical, plumbing, mechanical, energy, zoning codes, ordinances and related codes; maintains written records necessary for the performance of assigned duties.

Appointment will be made at the Building Inspector (Combination) or Senior Building Inspector (Combination) level depending on experience. Building Inspector salary is \$29.05 to 36.32.

MUST APPLY ONLINE

ESSENTIAL FUNCTIONS

Building Inspector (Combination): Interprets plans and specifications and makes field inspections of residential and minor commercial buildings and structures to verify that construction, alterations, or repairs are being performed according to approved building plans and specifications and in compliance with building, electrical, plumbing, mechanical, energy, zoning code, relevant ordinances and related codes; inspects the methods and quality of building materials; inspects methods and practices for the installation of structural components, fire and life safety features and systems, electrical, plumbing and mechanical equipment and systems; inspects excavations, drainage, grading and earth fills; answers inquiries for information and explains code related questions; investigate complaints and follow through until in compliance; prepares letters and reports and maintains records of inspection activities; prepares data required for code compliance through court action and makes court appearances; use technology to create and maintain data relating to current work assignments; will assess damages to properties and turn in reports to the appropriate government agency before and after disaster events and performs related duties as assigned.

Senior Building Inspector (Combination): In addition to essential functions listed for Building Inspector (Combination), performs field inspections of commercial, industrial, institutional, multifamily buildings, mixed use buildings and complex projects; conducts field inspections of electrical, mechanical, plumbing installations and systems, to verify that construction, alterations, or repairs are being performed according to codes, approved plans and specifications, relevant codes, regulations and ordinances; makes tests and analysis of related equipment and systems; performs investigations of violations and prepares reports of findings;

makes appropriate recommendations; performs non-engineering plan reviews and field inspections of complex commercial buildings and structures to verify that construction, alterations, or repairs are being performed according to approved structural building plans and specifications; ensures compliance with building and zoning codes, relevant ordinances and regulations; inspects and approves work at each of the required stages of completion and orders corrective action if necessary; makes final inspections; prepares reports of inspections and work completed; advises and interprets codes and requirements for property owners, architects, engineers and contractors; coordinates construction progress with other City functions and outside agencies; maintains current knowledge of technical and regulatory changes.

QUALIFICATION GUIDELINES

Education and/or Experience

Building Inspector: Graduation from a recognized college with an Associate of Arts or Associate of Science degree in Building Construction Inspection, or any combination of education equivalent to completion of 30 college semester units in engineering, architecture, or building inspection and two (2) years of experience with a public agency as an inspector performing combination inspections and possession of a current valid I.C.C. certificate in building or combination required. Other certificates are desired (mechanical, plumbing, electrical, energy, etc).

Please note: Four (4) years of combination inspection experience with a public agency may be substituted for the educational requirements. Experience in the building trades may be substituted for required experience as an inspector with a public agency at the rate of two years building trade experience for each year of inspector experience.

Senior Building Inspector: Graduation from a recognized college with an Associate of Arts or Associate of Science degree in Building Construction Inspection, or any combination of education equivalent to completion of 30 college semester units in engineering, architecture, or building inspection and three (3) years of experience with a public agency as an inspector performing commercial combination inspections and possession of a current valid I.C.C. certificate in building or combination required. Other certificates are desired (mechanical, plumbing, electrical, energy, etc)

Please note: Five (5) years of combination inspection experience with a public agency may be substituted for the educational requirements. Experience in the building trades may be substituted for required experience as an inspector with a public agency at the rate of two years building trade experience for each year of inspector experience.

Knowledge, Skills and Abilities

KNOWLEDGE, SKILLS AND ABILITIES

Building Inspector: knowledge of building, electrical, plumbing and mechanical construction, alteration, and repair methods, materials and equipment; general residential construction practices; state and local building, electrical, plumbing and mechanical codes, ordinances, regulations and their administration and enforcement; proper inspection methods; and must possess the ability to interpret technical codes, ordinances, plans, and specifications; maintain records and prepare letters and reports on inspection activities; deal tactfully and effectively with others.

Senior Building Inspector: In addition to the knowledge, skills and abilities listed for the Building Inspector, considerable knowledge of the related local, state and federal laws, codes, rules, regulations, policies, and procedures for commercial building inspection; be familiar with California Green Building code and residential code and related code; be familiar with disabled access codes; methods, materials and equipment used in area of specialty; principles and techniques for proper inspection of construction, alterations and repairs; accepted safety methods; construction standards and techniques; preparing clear and concise reports and

correspondence.

Ability to interpret, apply, and explain plans, schematic diagrams, blueprints, specifications and building codes; make mathematical computations rapidly and accurately; properly interpret and make decisions in accordance with laws, regulations and policies; maintain records and prepare letters and reports on inspection activities; exercise judgment in prioritizing work and recommending actions; establish and maintain cooperative working relations with a variety of citizens, public and private organizations and businesses, commissions/committees, and City staff; communicate effectively, both orally and in writing; meet the physical requirements established by the City.

EXAMINATION

Applicants who appear best qualified based on their application and supplemental application submitted will be invited to any combination of written, performance or oral appraisal to further evaluate their job-related experience, education, knowledge, skills and abilities.

VACANCIES

There is currently one vacancy in the Planning Department, which will be filled as a result of this examination. Other vacancies occurring in the next several months may be filled from the established eligible list.

SPECIAL REQUIREMENTS

Must have or obtain a Class C California driver's license and a satisfactory driving record.

Must provide an operable motor vehicle for the purpose of performing field inspections and other related duties.

A valid I.C.C. certificate in building or combination required (additional certifications desired).

FLSA

NON-EXEMPT

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.cityofpasadena.net/humanresources>

OR

100 N. Garfield Ave., Rm S135

P. O. Box 7115

Pasadena, CA 91109-7215

EXAM #11-016

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Building Inspector/Senior Building Inspector (Combination) Supplemental Questionnaire

* 1. Do you possess a a current valid I.C.C. certificate?

Yes No

* 2. If you answered yes to question 1, list certification(s) title and expiration date. If you answered no to question 1, please put not applicable (N/A).

* 3. My qualifications for this position closely match:

AA/AS or 30 college semester units and a minimum of 2 years applicable experience and an ICC certification in building or combination.

4 years of combination inspection experience and an ICC certification in building or combination.

AA/AS or 30 college semester units and a minimum of 3 years applicable experience and an ICC certification in building or combination.

5 years of combination inspection experience and an ICC certification in building or combination.

* Required Question

Important Information

EQUAL EMPLOYMENT OPPORTUNITY: The policy of the City shall be to provide equal opportunity to all persons and to prevent unlawful denial of opportunity to any individual because of race, gender, religious creed, sexual orientation, color, marital status, national origin, parental status, ancestry, disability (including AIDS), medical condition (cancer), or age.

APPLICATIONS: A completed official City application and any required supplemental material must be submitted and date stamped by the Human Resources Department by the deadline stated on the job announcement. A separate and complete application must be filed for each position.

EXAMINATION PROCESS: If three or less qualified applications are received, any further examination process may be waived, and the applicants may be referred to the appointing authority for appointment consideration.

SALARIES: All stated salaries are based on present information, subject to change. Appointments are generally made at the minimum salary. All salaries are subject to statutory payroll deductions. Federal law requires that all new employees contribute 1.45% of their monthly salary to the MEDICARE system.

PHYSICAL REQUIREMENTS AND SPECIAL CONDITIONS: Applicants must be free from conditions which would preclude satisfactory performance of the essential functions of the job for which applied. Subsequent to a job offer, the City of Pasadena requires a pre-employment physical and drug test consistent with current State and Federal law. Candidates will be examined by a City physician, at City expense, before appointment is approved. Candidates are cautioned not to resign or give notice to present employers until they qualify on the medical examination. The City of Pasadena conforms with State and Federal obligations to make reasonable accommodation for applicants and workers with disabilities. The Human Resources Department asks that it be advised of special needs prior to the filing deadline.

Pasadena residency is a factor in making an employment offer, provided all other qualifications are equal amongst other candidates.

Many positions involve frequent travel to various sites and locations to fulfill job responsibilities and may require a valid California Drivers License or other alternative transportation arrangements made by the incumbent. Verification of a valid license is required via a DMV printout prior to appointment, and a safe driving record.

AGENCY SHOP REQUIREMENTS

Some job classifications are in collective bargaining units, the employees of which are required to join a union or pay an equivalent service fee as a condition of employment. Positions in the PACTE/LIUNA, Local 777, bargaining unit are required to enroll in and contribute to the LIUNA pension fund. Contact PACTE/LIUNA, Local 777, for more information.

SLIDING CLASSIFICATIONS AND UNDERFILLING POSITIONS: Some classifications are designated as sliding classifications wherein an incumbent may be reclassified to the next budgeted higher level within the job series when qualified and upon demonstrated ability to perform the higher level job duties. Some positions may be filled at a lower classification level than what is budgeted, and the incumbent may be reclassified up to the budgeted classification when qualified and upon demonstrated ability to perform the higher level job duties.

BENEFITS for most Regular Full Time Employees (Benefits vary for part-time and temporary employees):

Ten days annual vacation for first 5 years of employment; 12 paid holidays per year; paid sick leave, medical and dental plans, and basic and supplemental life insurance; membership in the California Public Employees' Retirement System, credit union, deferred compensation program.

VETERAN'S PREFERENCE POINTS: For Open Recruitments, three additional points will be added to the passing score of Veterans who are honorably discharged with one year of active military duty. The DD214 form or other proof must be submitted at time of application.

PRIDESHARE II PROGRAM: All City employees are required to register in the City employee rideshare program. Solo drivers pay a monthly Clean Air/Parking Fee of \$35.

CIVIL DEFENSE: In accordance with State law, all City of Pasadena employees are disaster service workers and may be required to report for duty, or remain on duty, in the event of a disaster.

NOTE: The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this job announcement may be modified or revoked without notice.

JOB LINE: The City operates a 24-hour Job Line number, (626) 744-4600, which lists current job opportunities.

HUMAN RESOURCES WEBSITE: www.cityofpasadena.net/humanresources

CITY OF PASADENA'S WEBSITE: www.cityofpasadena.net

HUMAN RESOURCES TELEPHONE: (626) 744-4366