



The Position

The City of Citrus Heights is seeking a motivated and talented Building Inspector to join our Building Division team. Building Inspectors conduct field inspections of commercial and residential building projects and review associated construction plans and permit applications for conformance to variety of electrical, mechanical, plumbing, structural, and dangerous housing/building codes. Building Inspectors enforce standards that safeguard health, property, and the public welfare by reviewing the design, construction, and quality of construction materials, building use and occupancy, and location and maintenance of buildings and structures within the City.

In addition to interpreting and applying codes and regulations, Citrus Heights Building Inspectors are expected to work collaboratively with builders/representatives in an effort to encourage an understanding of the value of standards and how they contribute to the betterment of the community. The position demands a commitment to education and providing quality customer service with the ability to deal professionally with sometimes irate or frustrated individuals and conduct investigations in difficult or sensitive situations. To be successful in the position, candidates must be highly organized and have the ability to prepare documentation of inspections and plan review activities.

Ideal Candidate

- Demonstrates ability to work collaboratively with a variety of customers with the goal of educating and informing.
- Is comfortable using a specialized database system and computerized permit tracking programs.
- Demonstrates ability to use effective conflict resolution methods and techniques.
- Demonstrates initiative within scope of responsibility in following up on cases.
- Explains rules and regulations in a clear and understandable manner, both orally and in writing.
- Focuses work effort to carry out the City's Customer Service philosophy of actively listening, addressing customers' concerns, and providing services at a level that exceeds customer expectations.
- Thrives in a team environment that encourages cooperation, communication, and mutual sharing of risk, responsibility, and reward.
- Identifies and generates "a better way of doing things" by viewing problems as opportunities for improvement rather than as obstacles.
- Treats all individuals encountered, equally and with respect, basing actions on honor and ethics.
- Possesses knowledge of local, State and Federal laws, ordinances, codes, City functions, policies, rules and regulations related to building inspection and related code enforcement.
- Is able to perform basic building inspection activities.
- Has a fundamental knowledge of applicable local, State and Federal laws, ordinances, and codes related to building inspection.

Minimum Qualifications

Minimum Qualifications	Building Inspector I
Experience and Training	One year of experience in the trades or as a contractor in a variety of building construction activities, some experience as a building inspector is desirable.
Education	Equivalent to completion of the twelfth grade. Additional college coursework in public administration, planning, plan checking, and/or building inspections techniques, principals, and practices are desirable.
License/Certificate	Possession of, a Building, Plumbing, Mechanical or Electrical Inspector Certificate by the International Code Council (ICC) or other approved certifying organization. Multiple certificates are highly desirable. Possession of a valid Plans Examiner Certificate is desirable. Possession of a valid California driver's license and proof of automobile liability insurance.

Building Inspector I Limited Term Position (One Position Available)

\$28.8538 ~ \$36.0345 per hour

**Plus Excellent Benefits
Closes: April 29, 2022 @ 5:00PM**

Benefits:

The hiring salary may be set anywhere within the salary range, based on a candidate's experience. The City offers first class benefits, including: CalPERS retirement (employee pays full member contribution), 136 hours of Annual Leave (to be used for vacation or sick time); 40 hours of Long Term Medical Leave; a substantial monthly City contribution toward health insurance, and if alternative group health care coverage is demonstrated, a \$600/month cash-out may be added to salary or deferred compensation; and fully paid family dental, family vision, life, and long-term disability insurance. The City does not participate in Social Security but does participate in Medicare and State Disability Insurance (SDI).

Application Process

To be considered for this position, you must submit a completed, official City Employment Application and responses to a Supplemental Questionnaire. If you do not complete and submit all required information, your application may be disqualified from further consideration. You are encouraged to submit a resume and cover letter in addition to the required materials, but these may not be substituted for the required materials.

- **ON-LINE APPLICATION:** You may apply on-line by visiting www.CalOpps.org. A cover letter and resume may be included as part of the on-line Employment Application under the heading "Additional Experience."
- **HARD COPY APPLICATION:** You may obtain a hard copy Employment Application by visiting www.citrusheights.net and downloading the application materials or you may request the materials by calling the Human Resources line at (916) 727-4731 or calling the TTY/TDD California Relay Service at 7-1-1. Submit hard copy application materials and resume to: City of Citrus Heights/Human Resources, Attention: Building Inspector I Recruitment, 6360 Fountain Square Drive, Citrus Heights, CA 95621. **No postmarked, faxed or e-mailed materials will be accepted.**

Selection Process

The City reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the position. Meeting the required minimum qualifications does not guarantee an applicant an invitation to the next step(s) in the selection process. Only the most qualified applicants as determined by the City may be invited to the next step(s) of the process. Those candidates whose experience and training most closely match the City's needs may be invited to participate in a first interview and potentially a second interview. The finalist identified at the departmental interview will be subject to a thorough background and reference check process, including a Live Scan fingerprint criminal history check and must pass a medical examination (including drug test) conducted by a City-appointed physician. If this is successfully completed, a final offer of employment may be made.

Method of Communication

- Primary communication regarding your status relative to this recruitment will be by e-mail; applicants are solely responsible for monitoring their e-mail communication messages and systems.
- Applicants are solely responsible for informing the City of changes in contact information, including but not limited to e-mail addresses, mailing addresses, post office boxes, and telephone numbers.

Additional Information

You may obtain additional information about this recruitment at <http://jobs.citrusheights.net>, or email hr@citrusheights.net. Contact Human Resources at (916) 727-4731 or the TTY/TDD California Relay Services at 7-1-1.

ALL INTERESTED APPLICANTS – PLEASE READ THE FOLLOWING INFORMATION

This listing is solely for the purpose of announcing job opportunities and does not constitute a contract, expressed or implied; provisions contained herein may be modified or revised without notice.

It is the policy of the City of Citrus Heights not to discriminate against qualified employees or applicants because of race, color, religion, gender, sexual orientation, marital status, national origin, ancestry, citizenship, age, medical condition, physical or mental disability, or any other basis protected by law. Qualified individuals with a disability will receive reasonable accommodation, as required by the California Fair Employment and Housing Act (FEHA), and federal laws including the Americans with Disabilities Act (ADA) and Section 504, during any phase of the selection process, providing such request is made to Human Resources at least five working days in advance. Medical disability verification may be required prior to accommodation.