



Closing Date: March 4, 2021 at 5:00 PM

BUILDING/ONSITE INSPECTOR I/II

Part-time / Hourly positions

Up to 4 positions at 18hrs/wk

1 position at 25hrs/wk

Definition

Under direct (I) or general (II) supervision, performs inspections of residential, commercial, and sanitary sewer sites to enforce relevant codes; ensures conformance with approved plans, specifications, standards, permits, and licensing; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related duties as assigned. A copy of the full job description can be found at www.townofparadise.com.

About the Responsibilities

Specific responsibilities of this position include but are not limited to:

- Conducts field inspections of residential and commercial sites at various stages of construction, alteration, and repair for conformance to state and local building, plumbing, electrical, housing, energy conservation, and wastewater codes, plans, specifications, standards, and drawings.
- Inspects construction framing, foundations, grading, mechanical systems, and electrical, plumbing, and sanitary sewer installations on new construction and alterations to verify code compliance.
- Inspects setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes, and zoning ordinances.
- Issues correction notices, stop-work notices, and citations according to established building inspection policies and procedures.
- Conducts follow-up inspections to ensure compliance; conducts and approves final inspections.
- Reviews construction and/or alteration plans of residential and commercial structures and septic

system to determine compliance of plans to established codes and regulations; reviews proposed subdivisions for code compliance.

- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Maintains files, databases, and records related to building inspection activities.
- Prepares a variety of written reports, memoranda, and correspondence.
- Advises and provides information to property owners, developers, architects, engineers, and contractors regarding building inspection requirements, in person and over the counter and telephone; assists the public in the permit application and issuance processes, coordinating and scheduling inspections, plan review, and other developmental processes; responds to questions, complaints, and inquiries.
- Enforces business license, business occupancy, and related codes and regulations as referred by the Finance Department.
- Monitors and interprets changes in building code requirements and new construction techniques.

Important Application Information

To apply for this opportunity, submit a completed Town of Paradise Application for Employment to the following address:

Town of Paradise - Human Resources Department
ATTN: Building/Onsite Inspector
5555 Skyway, Paradise, CA 95969

Application packets must be received prior to the closing date and include the following:

- [Employment Application Form](#)
- Resume and Cover Letter

The Ideal Candidate

Knowledge of:

- Building, electrical, mechanical, plumbing, sanitary sewer, and Title 24 and Title 25 of the California State Codes.
- Building construction and design practices, methods, and materials.
- Principles and techniques of building inspection work.
- Policies and procedures related to development review, permitting, and plan checking.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Business arithmetic, including the calculation of areas and fees.
- Occupational hazards and standard safety practices necessary in the area of building inspection.
- Principles and procedures of record keeping and preparation of correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

Ability to:

- Explain and enforce building, sanitary sewer, and related codes and regulations to property owners, residents, and others.
- Review, understand, and interpret construction blueprints, plans, specifications, drawings, and maps for conformance with Town standards and federal, state, and local regulations.
- Prepare clear and concise correspondence and other written materials.
- Maintain accurate logs, records, and basic written records of work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks

Education & Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Building/Onsite Inspector I/II: Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in planning, construction management, architecture, engineering, or a related field.

Building/Onsite Inspector I: Four (4) years of experience in general construction or related field.

Building/Onsite Inspector II: Two (2) years of progressively responsible experience equivalent to Building/Onsite Inspector I with the Town of Paradise.

Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

Building/Onsite Inspector I: Ability to obtain an International Code Council (I.C.C.) Building Inspector Certification or Combination Residential Certificate within twelve (12) months of appointment.

Building/Onsite Inspector II: Possession of an I.C.C. Building Inspector Certificate or I.C.C. Combination Building Inspector Certificate, and one of the following: I.C.C. Plumbing, Electrical, or Mechanical Inspection Certificate.

Hourly pay rate ranges:

B/O Inspector I: \$26.65-\$34.01

B/O Inspector II: \$29.42 to \$37.54

Level and range placement DOE & Certification.
