



The City of Paso Robles, California, invites your interest in the position of

SENIOR BUILDING INSPECTOR

(TECHNICIAN IV CLASSIFICATION)

THE POSITION

Under general direction, reviews plans, inspects commercial and residential building projects, and enforces a variety of state laws, codes, city ordinances, and standards to ensure compliance with applicable fire, life safety, disabled access, electrical, mechanical, plumbing, structural, housing, and dangerous building codes.

Key responsibilities include:

- Inspection of commercial and residential buildings and structures to determine compliance with codes and approved plans.
- Confers, collaborates and assists with architects, engineers, contractors, builders, homeowners, tenants, and the general public in the field and office regarding the interpretation of building code requirements and restrictions and keeps records and prepares reports as necessary.
- Provides training to staff regarding building codes and other related requirements.
- Performs plan check to confirm conformance with codes.
- Inspects potentially substandard, damaged, illegally constructed and poorly maintained or dangerous buildings.
- Identifies and enforces a variety of codes, ordinances, and standards violations.
- Works with approved construction documents including working drawings, specifications and structural calculations.
- Reads and interprets building construction and engineering plan specifications and codes.
- Prepares and maintains reports, letters, and correction notices on code violations and variations from approved plans.
- Enters required information into a database for tracking and accessibility.
- Participates and engages in continuing education activities on an on-going basis.

Salary Range:

\$5,486 - \$6,968 Monthly

(EFFECTIVE SEPTEMBER 23, 2018, THE SALARY RANGE WILL BE \$5,610-\$7,125 MONTHLY)

ABOUT PASO ROBLES

Located halfway between San Francisco and Los Angeles, in San Luis Obispo County, the City of Paso Robles is surrounded by scenic rolling hills (earning Wine Enthusiast's Wine Region of the Year rating) and is only 27 miles from beautiful central coast beaches.

This thriving community of over 30,000 actively engaged citizens possesses the benefits of a suburban-rural community while retaining a small-town feel, and is one of California's best-kept secrets. With over 200 wineries making up Paso Robles Wine Country and a bustling historic downtown and town square with a variety of excellent farm-to-table dining options and specialty retail, Paso Robles is fast becoming one of the most desirable and yet relatively affordable places to live, work, and play. Paso Robles has convenient highway and railway access, and is served by a thriving regional airport.

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EMPLOYMENT STANDARDS

Knowledge of:

- Principles, safety standards and techniques of commercial, industrial, and residential building construction and inspection.
- Methods, practices, and materials used in construction work.
- Building codes, ordinances, and policies applicable to fire, life safety, disabled access, electrical, mechanical, plumbing, and structural codes.
- Computer applications related to the work, including email, word processing, database and spreadsheet applications.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and City staff, in person, by email and over the phone.
- Proper inspection and plan check techniques.

Ability to:

- Lead technical/paraprofessional personnel.
- Serve as a technical resource to other staff in solving difficult problems or assignments.
- Recognize correct installations of building systems.
- Enter data and retrieve information from various computer systems.
- Detect deviations from approved construction documents.
- Develop and maintain positive working relationships with staff, applicants, contractors, and the public.
- Interpret and apply pertinent federal, state and local laws, codes and regulations.
- Read and explain complex building plans, specifications, schematic diagrams, blueprints, and building codes.
- Apply technical knowledge and follow proper inspection techniques to examine work for conformance with codes and the approved plans, regulations and standard construction practices.
- Compile information from varied sources and prepare accurate records and reports.
- Compose correspondence, informational materials and reports independently or from brief instructions.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Respond to and effectively prioritize multiple phone calls, visitors and other requests for service.
- Organize assigned work, initiate processes, coordinate projects, set priorities, meet critical deadlines and follow up on assignments with a minimum of direction.
- Take a proactive approach to customer service issues.

EDUCATION AND 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 four years of responsible experience dealing with the public and working in the building inspection fields. An associate's degree from an accredited college, university or trade school in a related field and experience working in a public agency setting are desirable.

LICENSES AND CERTIFICATIONS

Must possess a certification as a Building Inspector by an accredited body and a valid California Class C driver's license.

SELECTION PROCEDURE

Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose applications clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process, which may be any combination of written, oral, and/or performance exams.

Appointment is subject to successfully passing a pre-employment physical, and background and criminal history check. Before starting work, applicants must present documentation of their identity, authorization to work in the United States and a DMV driving record. The City of Paso Robles participates in E-Verify (more information can be found at www.PRCity.com/Jobs). Following appointment, a twelve-month probationary period may be required as the final phase of the appointment process.

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APPLICATION PROCESS

Each applicant must submit a completed City employment application by the filing deadline. Persons interested in applying can do so online at www.PRCity.com/Jobs. If you are unable to apply online, please contact Human Resources at (805) 227-7234 or Jobs@PRCity.com. This is a confidential recruitment and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established.

Resumes, while encouraged, will not be accepted in lieu of a completed application. All statements made in the application materials are subject to verification. False statements will be cause for disqualification or discharge.

All application submissions must be signed. *The email address you provide on the City application will be the primary means of communication the City will use to contact you regarding your application and this recruitment.*

BENEFITS

Vacation: Starting with 10 days per year, increasing with years of service.

Sick Leave: Accrual of 12 days per year.

Holidays: 12 days per year.

Insurance:

- **Medical:** City pays \$653/month of employee premium, \$1,257/month of premium for employee with one dependent, and \$1,640/month of premium for employee with two or more dependents.
- **Dental:** City pays full premium for employee and partial premium for family.
- **Vision:** City pays full premium for employee & family.

CalPERS Retirement: "Classic" members of CalPERS participate in a formula of 2% at 60, with the employee paying a 7% member contribution plus an additional cost sharing contribution of 3%, for a total of 10%. New members to CalPERS are subject to PEPRRA, which includes a formula of 2% at 62, with employee paying one-half of the normal cost (currently 6.25%) contribution plus an additional cost sharing contribution of 3%, for a total of 9.25%. An average of three highest years is used for final compensation calculation.

Social Security: The City participates in Social Security.

Life Insurance: \$75,000 for employee only.

Employee Assistance Program: The City pays 100% of the cost of this program for you and your family.

Bilingual Pay: Verbal: \$100 per month; Written: \$25 per month.

All persons employed by the City of Paso Robles are designated as "disaster service workers" as defined in the California Government Code section 3100 and 3101. An equal opportunity employer.

Women, minorities, and handicapped individuals are encouraged to apply.

The provisions of this bulletin do not constitute a contract.

[Exam No. 17/18-19]



APPLICATION DEADLINE: FRIDAY, JULY 27, 2018 BY 5:00PM

TENTATIVE INTERVIEW DATE: MONDAY, AUGUST 6, 2018

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