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## Building Inspector I

### Community Development Department

Recruitment #0323-RC0101-01

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**Approximate Salary** \$5,585.71 - \$6,789.47/month

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**Opening Date** 3/20/2023 09:00:00 AM

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**Closing Date** 4/21/2023 11:59:00 PM

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**Employment Type** Full-Time

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**Analyst** Roman Plateau

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**Tentative Exam Date** Online exam begins April 28

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### Introduction

This examination is being given to fill one vacancy in the Community Development Department and to establish an eligible list to fill future vacancies. Resumes will not be accepted in lieu of an application. A completed application must be postmarked or received online by the final filing deadline.

***NOTE: All correspondences relating to this recruitment will be delivered via e-mail. The e-mail account used will be the one provided on your employment application during time of submittal. Please be sure to check your e-mail often for updates. If you do not have an e-mail account on file, Human Resources will send you correspondences via US Mail.***

### TYPICAL DUTIES

- Inspects residential, commercial, institutional and industrial buildings, and other types of dwellings; inspects various installations under construction, addition or alteration; inspects quality of workmanship and materials for conformance to safety requirements and regulations governing building

- construction or alteration; inspects sites and buildings before alteration or construction for feasibility of plans, compliance with zoning restrictions and validity of permit application.
- Checks and reviews plans submitted by contractors, building owners, or other parties for conformance with regulations, laws, ordinances and codes; provides technical assistance to contractors and building owners; approves and issues building permits.
  - Inspects buildings being considered for remodeling or repair to determine adequacy of existing systems or reconstruction, and orders revisions to plans for such improvements as necessary; inspects electrical signs and large lighting fixtures.
  - Notifies owners, contractors, construction foremen, architects, mobile home park managers, mobile home park tenants or others of violations, and performs follow-up inspections to ensure that corrective action has been taken.
  - Consults with supervisor concerning various construction work which may necessitate the issuance of "stopwork" orders.
  - Investigates complaints and reports of suspected violations of building, electrical, plumbing, mechanical, zoning and other code violations.
  - Conducts joint inspections with representatives of various public agencies concerned with welfare, health and fire prevention; performs housing inspections in conjunction with Local Health District.
  - Maintains records; prepares reports.

## **MINIMUM QUALIFICATIONS**

### **EITHER PATTERN I**

**Experience:** Four years of experience as a journey level carpenter, electrician, plumber, sheet metal worker, warm air heating, ventilating and air conditioning worker (HVAC), or journey level crafts worker or as a contractor in one of those fields.

**Substitution:** Completed coursework at an accredited college or university in building technology; civil, mechanical, or electrical engineering; or a closely related field may be substituted for experience on a year-for-year basis to a maximum of two years (30 semester credit units equals one year).

### **OR PATTERN II**

**Experience:** Two years experience as a construction inspector for a public agency, whether as an employee or in a contracted capacity, which involved inspection experience in residential, commercial and industrial construction.

**Special Requirement:** Incumbents in this class shall complete one year of verifiable experience in the appropriate field, and shall, within one year thereafter, successfully obtain the International Code Council's Combination Dwelling Inspector, Uniform Codes Certificate. (Health and Safety Code Section 18949.28).

### **AND**

**License:** Possession of a valid California driver's license.

## **KNOWLEDGE**

State and County building, plumbing, mechanical, electrical and energy code standards; practices, methods, materials and tools of the various trades; occupational hazards and safety precautions; principles and practices of current building construction including plumbing, mechanical and electrical requirements; basic computer and modern office automation technology and relevant computer software programs.

## **ABILITY**

Learn zoning ordinances and investigate violations; detect and locate structural, plumbing, mechanical and electrical defects and faults; ascertain the stage of construction or installation when defects are most easily found and remedied; appraise quality of construction and physical deterioration; read and analyze blueprints, drawings and diagrams for conformance with established standards; operate a computer and related software; enforce ordinances and regulations with firmness, tact and impartiality; communicate effectively, both orally and in writing; establish and maintain effective working relationships with building owners, contractors, and the public.

## **PHYSICAL/MENTAL REQUIREMENTS**

**Mobility**-Frequent operation of data entry device; occasionally standing, walking, crawling, bending/squatting, climbing ladders and stairs; frequent driving and sitting may be required; **Lifting**-Occasionally lifting 5 to 70 pounds; **Vision**-Frequent hand-eye coordination, depth perception, reading and close-up work; **Dexterity**-Normal dexterity with occasional writing; **Hearing/Talking**-Constant hearing and talking on the telephone/radio and in person; **Emotional/Psychological**-Constant public contact and decision making with frequent concentration required; **Special Requirements**-May occasionally work weekends/nights/overtime; may be required to travel; **Environmental Conditions**-Occasional exposure to noise and occasional exposure to hazardous materials, dust, smoke, fumes, poor ventilation and changing indoor/outdoor conditions.

## **Equal Opportunity Employer**

San Joaquin County is an Equal Employment Opportunity (EEO) Employer and is committed to providing equal employment to all without regard to age, ancestry, color, creed, marital status, medical condition, national origin, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex, or sexual orientation. For more information go to Equal Employment Opportunity Division ([sjgov.org](http://sjgov.org)).

### **Accommodations for those covered by the Americans with Disabilities Act (ADA):**

San Joaquin County complies with the Americans with Disabilities Act and, upon request, will consider reasonable accommodations to enable individuals with disabilities to perform essential job functions.

## **BENEFITS**

Employees hired into this classification are members of a bargaining unit which is represented by SEIU Local 1021.

**Health Insurance:** San Joaquin County provides employees with a choice of three health plans: a Kaiser Plan, a Select Plan, and a Premier Plan. Employees pay a portion of the cost of the premium. Dependent coverage is also available.

**Dental Insurance:** The County provides employees with a choice of two dental plans: Delta Dental and United Health Care-Select Managed Care Direct Compensation Plan. There is no cost for employee only coverage in either plan; dependent coverage is available at the employee's expense.

**Vision Insurance:** The County provides vision coverage through Vision Service Plan (VSP). There is no cost for employee only coverage; dependent coverage is available at the employee's expense.

For more detailed information on the County's benefits program, visit our website at [www.sjgov.org](http://www.sjgov.org) under Human Resources/Employee Benefits.

**Life Insurance:** The County provides eligible employees with life insurance coverage as follows:

1 but less than 3 years of continuous service:	\$1,000
3 but less than 5 years of continuous service:	\$3,000
5 but less than 10 years of continuous service:	\$5,000
10 years of continuous service or more:	\$10,000

Employee may purchase additional term life insurance at the group rate.

**125 Flexible Benefits Plan:** This is a voluntary program that allows employees to use pre-tax dollars to pay for health-related expenses that are not paid by a medical, dental or vision plan (Health Flexible Spending Account \$2550 annual limit with a \$500 carry over); and dependent care costs (Dependent Care Assistance Plan \$5000 annual limit).

**Retirement Plan:** Employees of the County are covered by the County Retirement Law of 1937. Please visit the San Joaquin County Employees' Retirement Association (SJCERA) at [www.sjcera.org](http://www.sjcera.org) for more information.

NOTE: If you are receiving a retirement allowance from another California county covered by the County Employees' Retirement Act of 1937 or from any governmental agency covered by the California Public Employees' Retirement System (PERS), you are advised to contact the Retirement Officer of the Retirement Plan from which you retired to determine what effect employment in San Joaquin County would have on your retirement allowance.

**Deferred Compensation:** The County maintains a deferred compensation plan under Section 457 of the IRS code. You may annually contribute \$18,000 or 100% of your includible compensation, whichever is less.

Individuals age 50 or older may contribute to their plan, up to \$24,000. The Roth IRA (after tax) is also now available.

**Vacation:** Maximum earned vacation is 10 days each year up to 3 years; 15 days after 3 years; 20 days after 10 years; and 23 days after 20 years.

**Holidays:** Effective July 1, 2017, all civil service status employees earn 14 paid holidays each year. Please see the appropriate MOU for details regarding holidays, accruals, use, and cashability of accrued time.

**Sick Leave:** 12 working days of sick leave annually with unlimited accumulation. *Sick leave incentive:* An employee is eligible to receive eight hours administrative leave if the leave balance equals at least one-half of the cumulative amount that the employee is eligible to accrue. The employee must also be on payroll during the entire calendar year.

**Bereavement Leave:** 3 days of paid leave for the death of qualifying family member, 2 additional days of accrued leave for death of employee's spouse, domestic partner, parent or child.

**Merit Salary Increase:** New employees will receive the starting salary, which is the first step of the salary range. After employees serve 52 weeks (2080 hours) on each step of the range, they are eligible for a merit increase to the next step.

**Job Sharing:** Employees may agree to job-share a position, subject to approval by a Department Head and the Director of Human Resources.

**Educational Reimbursement Program:** Eligible employees may be reimbursed for career-related course work up to a maximum of \$850 per fiscal year. Eligible employees enrolled in an approved four (4) year College or University academic program may be reimbursed up to \$800 per semester for a maximum of \$1600 per fiscal year.

**Parking Supplemental Downtown Stockton:** The County contributes up to \$20 per pay period for employees who pay for parking and are assigned to work in the Downtown Core Area.

**School Activities:** Employees may take up to 40 hours per year, but not more than eight (8) hours per month, to participate in their children's school activities.

## Selection Procedures

Applicants who meet the minimum qualifications will go through the following examination process:

- **Written Exam:** The civil service written exam is a multiple choice format. If the written exam is administered alone, it will be 100% of the overall score. Candidates must achieve a minimum rating of 70% in order to be placed on the eligible list.
- **Oral Exam:** The oral exam is a structured interview process that will assess the candidate's education, training, and experience and may include a practical exercise. The oral exam selection process is not a hiring interview. A panel of up to four people will determine the candidate's score and rank for placement on the eligible list. Top candidates from the eligible list are referred for hiring interviews. If the oral exam is administered alone, it will be 100% of the overall score. Candidates must achieve a minimum rating of 70% in order to be placed on the eligible list.
- **Written & Oral Exam:** If both a written exam and an oral exam is administered, the written exam is weighted at 60% and the oral exam is weighted at 40% unless otherwise indicated on the announcement. Candidates must achieve a minimum rating of 70% on each examination in order to be placed on the eligible list.
- **Rate-out:** A rate-out is an examination that involves a paper rating of the candidate's application using the following criteria: education, training, and experience. Candidates will not be scheduled for the rate-out process.

**Note:** The rating of 70 referred to may be the same or other than an arithmetic 70% of the total possible points.

**Online Written Exams:** Written exams may be administered online. Candidates will be notified of the examination date and will be responsible to complete the written exam within a given period of time (typically within five calendar days). Candidates are required to read the Online Exam Guide for Test Takers prior to taking an online written exam.

The link to the guide is here:



PLEASE NOTE:

- Online exams must be completed in one sitting and can only be taken once
- Candidates will have access to an online exam within the allotted time only
- A steady internet connection is highly recommended
- The allotted time will still continue if a candidate closes the window or gets disconnected
- Once the allotted time expires, access to the exam will be unavailable

***Microsoft is no longer supporting Internet Explorer. Therefore, it is recommended that candidates do not use Internet Explorer to complete online written exams.***

Candidates that do not have access to a computer can contact the Human Resources office at (209)468-3370 for information on accommodations.

**Testing Accommodation:** Candidates who require testing accommodation under the Americans with Disabilities Act (ADA) must call Human Resources Division at (209) 468-3370 prior to the examination date.

**Veteran's Points:** Eligible veterans, unmarried widows and widowers of veterans of the United States Armed Forces who have been honorably discharged and who have served during wartime shall be given veteran's points in initial appointment to County service. Eligible veterans receive 5 points and eligible disabled veterans receive 10 points. Disabled veterans must submit a recent award letter stating a 10% service connected disability issued by the United States Veterans Administration. Note: A copy of your DD214 showing the discharge type must be received in the Human Resources by the date of the examination.

Acceptable wartime service dates:

- September 16, 1940 to December 31, 1946
- June 27, 1950 to January 31, 1955
- August 5, 1964 to May 7, 1975
- Persian Gulf War, August 2, 1990, through a date to be set by law or Presidential Proclamation.

**Eligible Lists:** Candidates who pass the examination will be placed on an eligible list for that classification. Eligible lists are effective for nine months, but may be extended by the Human Resources Director for a period which shall not exceed a total of three years from the date established.

**Certification/Referral:** Names from the eligible list will be referred to the hiring department by the following methods.

- **Rule of the Rank:** The top rank or ranks of eligibles will be referred for hiring interviews. The minimum number of names to be referred will be equal to the number of positions plus nine, or 10% of the eligible list, whichever is higher. When filling nine or more positions in a department at the same time, the top

rank or ranks will be referred and the minimum number of names shall be two times the number of positions to be filled or 10% of the eligible list, whichever is higher. This applies only to open competitive recruitments.

- **Rule of Five:** The top five names will be referred for hiring interviews. This applies only to department or countywide promotional examination.

**Physical Exam:** Some classifications require physical examinations. Final appointment cannot be made until the eligible has passed the physical examination. The County pays for physical examinations administered in its medical facilities.

**Pre-Employment Drug Screening Exam:** Some classifications require a new employee successfully pass a pre-employment drug screen as a condition of employment. Final appointment cannot be made until the eligible has passed the drug screen. The County pays for the initial drug screen.

**Employment of Relatives:** Applicants who are relatives of employees in a department within the 3rd degree of relationship, (parent, child, grand parent, grand child or sibling) either by blood or marriage, may not be appointed, promoted, transferred into or within the department when;

- They are related to the Appointing Authority or
- The employment would result in one of them supervising the work of the other.

Department Head may establish additional limitations on the hiring of relatives by departmental rule.

**Proof of Eligibility:** If you are offered a job you will be required to provide proof of U.S. citizenship or other documents that establish your eligibility to be employed in the U.S.

## HOW TO APPLY

### Apply Online:

[www.sjgov.org/department/hr](http://www.sjgov.org/department/hr)

### By mail or in person:

San Joaquin County Human Resources  
44 N. San Joaquin Street Suite 330  
Stockton, CA 95202

### Office hours:

Monday – Friday 8:00 am to 5:00 pm; excluding holidays.  
Phone: (209) 468-3370

### Job Line:

For current employment opportunities please call our 24-hour job line at (209) 468-3377.




When a final filing date is indicated, applications must be filed with the Human Resources Division before 5:00 p.m. or postmarked by the final filing date. Resumes will not be accepted in lieu of an application. Applications sent through county inter-office mail, which are not received by the final filing date, will not be accepted. (**The**

**County assumes no responsibility for mailed applications which are not received by the Human Resources Division).**

**San Joaquin County Substance Abuse Policy:** San Joaquin County has adopted a Substance Abuse Policy in compliance with the Federal Drug Free Workplace Act of 1988. This policy is enforced by all San Joaquin County Departments and applies to all San Joaquin County employees.

**Equal Opportunity Employer:** San Joaquin County is an Equal Employment Opportunity (EEO) Employer and is committed to providing equal employment to all without regard to age, ancestry, color, creed, marital status, medical condition, national origin, physical or mental disability, political affiliation or belief, pregnancy, race, religion, sex, or sexual orientation. For more information go to [www.sjgov.org/departments/hr/eeo](http://www.sjgov.org/departments/hr/eeo).


**Click on a link below to apply for this position:**

<p><b>Fill out the Supplemental Questionnaire and Application NOW using the Internet.</b></p>	<p></p>
<p><b>View and print the Supplemental Questionnaire.</b></p>	<p>This recruitment requires completion of a supplemental questionnaire. You may view and print the supplemental questionnaire here.</p>
<p> <b>View and print the official application form as an Acrobat pdf file.</b></p>	<p></p> <p>A San Joaquin County application form is required for this recruitment. You may print this Acrobat PDF document and then fill it in.</p>
<p><b>Contact us via conventional means.</b></p>	<p>You may contact us by phone at (209) 468-3370, or by email, or apply for a job in person at the San Joaquin County Human Resources Division.</p>



San Joaquin County

Human Resources Division Stockton, CA 95202

E-mail | Phone: (209) 468-3370 | 8am - 5pm M-F | Powered by 

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