



# **EMPLOYMENT OPPORTUNITY**

MINORITIES, WOMEN AND INDIVIDUALS WITH DISABILITIES ARE STRONGLY ENCOURAGED TO APPLY.  
AN EQUAL OPPORTUNITY EMPLOYER. APPLY ON-LINE AT: [WWW.MARINCOUNTY.ORG/JOBS](http://WWW.MARINCOUNTY.ORG/JOBS)

## **BUILDING INSPECTION SERVICES SUPERVISOR Community Development Agency**

### **RECRUITMENT CLOSING DATE**

**OPEN AND CONTINUOUS  
OPEN UNTIL FILLED**

### **SALARY**

**\$8,091 to \$8,923 / Month  
Recruitment #0810-15-02**

**YOU'RE INVITED TO APPLY:** The Marin County Human Resources Department and the Marin County Community Development Agency are announcing a recruitment for the position of Building Inspection Services Supervisor.

**CURRENT VACANCY:** There is currently one full-time vacancy. The eligible list established from this recruitment will be used to fill the current vacancy and any future vacancies for open, fixed-term, full-time, or part-time positions that may occur in this assignment while the list remains active. This list will remain active for a minimum of six (6) months.

**THE POSITION:** The Building Inspection Services Supervisor oversees, plans, and directs the work of the County's building inspection program. This position supervises and evaluates the work of the building inspection team and provides continuing education for staff and the public regarding the application and enforcement of state and county construction laws and regulations. In addition, the Building Inspection Services Supervisor assists the Deputy Director of Building and Safety in the development and implementation of division policies, procedures and programs; engages, advises and assists permit customers and community groups regarding building permit and inspection related issues; conducts complex field inspections; and serves as a member of the department's management team.

**THE IDEAL CANDIDATE:** The ideal candidate is a progressive problem solver who is comfortable working independently; and who brings prior construction experience, as well as experience supervising a building inspection program in a governmental setting or a private sector highly regulated environment. The ideal candidate is an innovator with the ability to assess situations, apply appropriate analysis, interpret applicable laws and regulations, and resolve each situation appropriately.

In addition, the ideal candidate will possess excellent communication, coaching, teaching and presentation skills including experience preparing and delivering presentations, teaching code related subject matter and writing effective policies and procedures. The ideal candidate will bring fresh thinking and strong leadership skills to assist Community Development Agency efforts to develop building permitting programs that engage the Marin public and support their success in achieving healthy, safe and sustainable communities. The ideal candidate has experience preparing and delivering reports.

**MINIMUM QUALIFICATIONS:** Any combination of education and experience that would provide the stated knowledge and abilities listed. Typically, two year degree in construction technology, construction management or building inspection **OR** certification as a building official by the International Code Council (ICC) or other recognized authority; **AND** three years experience as a building code enforcement officer **OR** four years experience as a Building Inspector II in a public jurisdiction.

**CERTIFICATES and LICENSES:** As a condition of employment, California Health and Safety Code Section 18949.28(a) requires that a Building Inspector must obtain certification in the appropriate fields that are closely related to their primary job function by a recognized state, national or international organization within two years of employment. Not obtaining a Combination Inspector Certification or equivalent within two years of employment may result in termination.

**TENTATIVE EXAM SCHEDULE:** Depending on the number of qualified applications received, the examination process may consist of a highly qualified review, supplemental application screening, online assessment, oral examination, or any combination to determine which candidates' names will be placed on the eligible list.

**ONLINE APPLICATIONS:** You may apply online at <http://www.marincounty.org/Jobs>

***EQUAL OPPORTUNITY EMPLOYER***

## **BUILDING INSPECTION SERVICES SUPERVISOR**

## **HOW TO APPLY**

Obtain the necessary application materials for the desired position from the Marin County Human Resources Department at the address below. You may apply online, or application materials may be picked up in person or requested by phone.

If you have questions regarding Equal Employment, please contact the Equal Employment Officer at (415) 473-7398. For questions regarding the position announcement or examination, contact the Marin County Human Resources Department. For a complete listing of all current opportunities, visit the County's recruitment website, or call the Marin County 24-Hour Job Line. The Job Line is updated every Friday afternoon.

MARIN COUNTY HUMAN RESOURCES DEPARTMENT  
3501 CIVIC CENTER DRIVE ● ROOM 415 ● SAN RAFAEL, CA 94903-4189  
OFFICE PHONE (415) 473-6104 ● 24-HOUR JOB LISTING (415) 473-7800  
● FAX (415) 473-3669 ● TTY (415) 473-5780

COUNTY OF MARIN IS AN EQUAL OPPORTUNITY EMPLOYER

VIEW CURRENT LIST OF RECRUITMENTS AND APPLY ONLINE AT: <http://www.marincounty.org/Jobs>

The County of Marin has established career ladders which illustrate a progressive career path for employees. For more information go to: [http://mine/mine/HR/main/docs/Career\\_Ladders\\_Cover\\_Memo.pdf](http://mine/mine/HR/main/docs/Career_Ladders_Cover_Memo.pdf)

Complete the application documents in full and submit your materials, including the DD-214 if applicable, no later than the final filing deadline date and time on the Job Announcement flyer. Be sure to indicate dates of employment, hours worked, and thoroughly describe your duties. Resumes are not acceptable as a substitute for any part of the standard or supplemental application form. Initial evaluation of your qualifications will be based solely on the application documents received by the County. Possession of the stated minimum qualifications does not guarantee advancement in the selection process. Application materials must be received no later than the recruitment closing date and time posted on the job announcement. Original documents mailed must be postmarked no later than the final deadline date.

**Faxed application documents will not be accepted.**

Make copies of any information you wish to keep; copies of submitted materials will not be returned. The Human Resources Department will not provide copies of submitted application materials to candidates. Submit your completed application materials to the Human Resources Department by 4:00 p.m. of the application closing date. If the recruitment is open and continuous, submit completed application materials as soon as possible. The filing period for an open and continuous recruitment may be closed at any time.

## **EXAMINATION PROCEDURE**

All completed application documents will be reviewed. Based on the information provided in these documents, the most qualified applicants will be invited for further examination. Depending upon the number of applications received, the examination may consist of an application screening, online assessment, written test, practical exam, oral interview or any combination of these.

In compliance with the Immigration Reform Act of 1986, individuals offered employment by Marin County will be required to show the specified documentation as proof of authorization to work in the United States within three days of employment.

## **APPEALS PROCEDURE**

Applicants may appeal a step in the examination or selection process by submitting a written appeal to the Human Resources Director within fourteen calendar days after the notice of results of a testing step has been mailed. The written statement must include the specific grounds and reasons upon which the complaint is based.

## **MARIN COUNTY**

Marin County is located north of San Francisco, just across the Golden Gate Bridge. Its Mediterranean climate makes it one of the most enjoyable regions in the country in which to live or work. Comprising a land area of 521 square miles, Marin has a wide variety of residential communities, modern shopping, and strong high tech and service industries. Marin's beauty includes the picturesque waterfront and hillside homes of Sausalito and Tiburon, quaint main streets in Larkspur and San Anselmo, impressive lagoon and view homes in Belvedere, and ranches and horse trails in West Marin and Novato.

Schools and universities in the Bay Area are excellent. Cultural events are outstanding and easily accessible. A dozen theater groups, symphonies, chorales, ballets, concerts, numerous galleries, shows and exhibits contribute to the rich cultural environment in the area. Sporting activities include power and sail boating in the ocean and bays, lagoons, and sheltered harbors with easy access to over 1,000 miles of inland waterways. Fishing is year-round for the avid angler. Surfing, water-skiing, kayaking, swimming, camping, sunning, and beachcombing are also popular activities. Marin County has hundreds of miles of woodland trails, forested mountains, and extensive coastline.

Reasonable accommodation for people with disabilities may be requested by calling (415) 473-6104 (voice) or (415) 473-5780 (TTY) at least 72 hours in advance. Copies of documents are available in accessible formats upon request.
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The provisions of this job announcement do not constitute an expressed or implied contract. Any provision contained in this announcement may be modified or revoked without notice. Questions regarding this announcement may be directed to the Human Resources Department.