

NAME (Please print legibly)

BUILDING INSPECTION SERVICES SUPERVISOR
SUPPLEMENTAL APPLICATION FORM (SAF)

INSTRUCTIONS: Each candidate must complete this supplemental application form as part of the application and examination process. **Initial evaluation of your qualifications for this position will be determined by your responses to these questions. As your supplemental questions may be reviewed by individuals not privy to your employment history, fully answer the questions below - responses should be complete and specific.** Resumes may not provide sufficient response to these specific questions to adequately evaluate your qualifications. Clarity, conciseness and completeness of answers are also factors considered in the selection process. Address each question separately. **Type or write legibly in black ink.** Number and print your name at the top of each page submitted. On narrative questions, limit your response to no more than one page per question unless additional instructions indicate a different limit in your response(s).

PLEASE NOTE: If you are submitting this supplemental application form in person or mail, the document cover sheet in your application packet must accompany this document. You may obtain additional document cover sheets from the Human Resources Department or online by downloading an application.

QUALIFYING EDUCATION/EXPERIENCE:

The minimum qualifications for Building Inspection Services Supervisor are as follows:

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.

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.

1. Please tell us how you are meeting the minimum requirements for the position. In your response include the name of your employer(s), job title, dates worked, your specific duties, and number of hours worked per week.

NARRATIVE RESPONSE QUESTIONS (Please answer all questions below. If you do not possess any experience, please state "No Experience" in the space provided):

2. Describe your experience writing policies and procedures. In your response include the name of your employer(s), job title, dates worked, your specific duties, and number of hours worked per week.
3. Describe your experience preparing and delivering reports. In your response include the name of your employer(s), job title, dates worked, your specific duties, and number of hours worked per week.
4. Describe your experience managing or supervising a building inspection program in a governmental or private sector highly regulated setting. In your response include the name of your employer(s), job title, dates worked, your specific duties, and number of hours worked per week.

I hereby certify that my answers to the questions on this application are complete and true to the best of my knowledge. I agree and understand that any misstatement of material fact contained in this application will cause me to forfeit all rights to employment with Marin County.

Applicant's Signature

Date