



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

BUILDING INSPECTOR I/II Community Development Agency

RECRUITMENT CLOSING DATE

**OPEN AND CONTINUOUS
OPEN UNTIL FILLED**

SALARY

**Building Inspector I: \$5,838 – \$6,367 / Month
Building Inspector II: \$6,940 – \$7,578 / Month
Recruitment #0184-15-03**

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 Building Inspector I/II.

CURRENT VACANCIES: There is currently one (1) full-time vacancy which will be filled at either the Building Inspector I or Building Inspector II level. 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 Inspector I responds to customer requests for field inspections to determine compliance with approved plans, applicable building standards, local ordinances and Community Development Agency policies. In addition, this position engages, advises and assists permit customers and community groups regarding building permit and inspection related issues.

The Building Inspector II responds to customer requests for field inspections to determine compliance with approved plans, applicable building standards, local ordinances and Community Development Agency policies. The role assists the Deputy Director and Building Inspection Services Supervisor in preparing and presenting continuing education for staff and the public regarding the application and enforcement of state and county construction laws and regulations. In addition, the Building Inspector II engages, advises and assists permit customers and community groups regarding building permit and inspection related issues.

THE IDEAL CANDIDATE: The ideal candidate for Building Inspector I is a progressive problem solver who is comfortable working independently; and who has prior construction experience (possesses a state issued (current or expired contractor's license)). 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 and coaching skills in code related subject matter. The ideal candidate will bring fresh thinking and practical skills to assist Community Development Agency efforts to develop building permitting programs that engage the Marin public and support success in achieving healthy, safe and sustainable communities.

The ideal candidate for Building Inspector II is a progressive problem solver who is comfortable working independently; who has prior construction experience, as well as combination building inspection experience, and who possesses professional certifications in excess of the minimum required for the position. 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 and teaching skills in code related subject matter. The ideal candidate will bring fresh thinking and practical skills to assist Community Development Agency efforts to develop building permitting programs that engage the Marin public and support success in achieving healthy, safe and sustainable communities.

MINIMUM QUALIFICATIONS:

Building Inspector I: Education and experience equivalent to one of the following:

- Two year degree in Construction Technology or Building Inspection; or
- International Code Council (ICC) certification in two or more classifications; or
- One year of building code enforcement with a governmental agency.

Building Inspector II (in addition to the above):

Education and experience equivalent to one of the following:

- Two year degree in Construction Technology or, Building Inspection or certification by International Code Council (ICC) in four trades AND one year of experience as a Building Inspector; or
- ICC certification for Combination Inspector AND one year of experience as a Building Inspector; or
- Three years of experience as a Building Inspector for a governmental agency.

NOTE: Applicants are encouraged to apply early. This recruitment may close at any time once a sufficient number of acceptable applications have been received

TENTATIVE EXAM SCHEDULE: Depending on the number of qualified applications received, the examination process may consist of a supplemental application screening, highly qualified review, online assessment, written examination, oral examination, practical/performance 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 INSPECTOR I/II

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

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.

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.