

CITY OF LAKEPORT
JOB ANNOUNCEMENT



Building Inspector

Building Inspector: \$4,262 – \$5,440 per month
Filing Deadline: Monday, January 17, 2022 - 5 p.m.

APPLICATION PROCESS

Application materials may be obtained from Lakeport City Hall or by calling (707) 263-5615 x101 or by visiting the [Employment page](#) of the City's website www.cityoflakeport.com. Please submit a completed [City of Lakeport Application](#) no later than 5 p.m. on Monday, January 17, 2022. All statements made in the application process are subject to verification; false statements will be cause for disqualification or discharge.

SELECTION PROCEDURE

All City applications received will be reviewed for accuracy, completeness, and job-related qualifications. A limited number of the most qualified applicants will be invited to participate in an oral interview and may be required to complete other testing. Appointment to the position is contingent upon successfully passing all examinations. Finalist candidates must pass a comprehensive medical examination and drug screening by the City physician as a condition of employment.

HOURS OF WORK

The incumbent will work a "9-80" schedule which may include a non-traditional workweek. Incumbent may be required to work weekends and is subject to on-call time and overtime.

JOB DEFINITION

Incumbents are expected to perform a broad range of inspections independently. Considerable knowledge of related federal and state laws, rules, regulations, policies, and procedures; building tools and materials; methods of building construction; accepted safety methods; principles and techniques of building inspection. Ability to interpret, apply, and explain building plans, blueprints, specifications, and building codes; make arithmetical computations rapidly and accurately; communicate effectively both orally and in writing; work effectively in the absence of supervision; establish and maintain cooperative working relationships.

EXAMPLES OF DUTIES

Please see full job description available with application packet.

Performs inspections of various phases of residential, commercial and industrial building construction for compliance to the various building codes; reviews plans, and issues permits.

Field checks electrical, plumbing, and mechanical plans, layouts and site plans of residential, industrial and commercial buildings for proper installation and use of materials to ensure compliance to appropriate codes.

Checks and approves building plans and specifications for residential, industrial and commercial structures for compliance with applicable Building, Mechanical, Electrical, Plumbing, Occupancy and Zoning Codes, Title 24 and American with Disabilities Act; checks for grade and quality of materials used in construction.

Inspects and approves work at each of the required stages of completion and orders corrective action if necessary; makes final inspections for compliance to pertinent laws, regulations, and codes; prepares reports of inspections and work completed; investigates code violations, posts "Stop Work" notices, and prepares reports of findings.

Advises and interprets codes to laymen, contractors, architects, and others as required, coordinates plan review with other City departments or divisions and outside agencies.

Makes studies and investigations of such problems as converting the use of a building, condemning a building, or assessing damage to buildings caused by fire or vehicles.

LICENSES AND SPECIAL REQUIREMENTS

- Possession of or ability to obtain a Class C California driver's license and a satisfactory driving record.
- International Code Council (ICC) and/or California Association of Building Officials (CALBO) certification as a Building Inspector required.
- International Code Council (ICC) and/or California Association of Building Officials (CALBO) certification as a Plans Examiner is preferred.
- Receive satisfactory results from a background investigation, physical examination, drug testing and administrative testing which meet the established qualifications standards

DESIRABLE QUALIFICATIONS

Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance. Example combinations include graduation from high school or equivalent and two years of experience as a building inspector or permit technician with a public agency. Four years of progressively responsible experience in one or more of the general building trades, construction, or a related field.

PHYSICAL PROFILE

Positions in this category require moderate physical abilities exertion associated with the ability to lift, carry, push, pull or climb.

EMPLOYEE BENEFITS

Public Employees Retirement System: The City provides the PERS retirement program at the following formulas: 2%@62 for new members and 2.5%@55 for classic members.

Holidays: Thirteen specific holidays

Vacation: Vacation leave starts at 80 hours annually increasing to 200 hours based on time in service.

Sick Leave: Sick leave accrual of 12 days per year.

Medical, Dental Life Insurance: The city offers medical, dental and life insurance coverage. Employees currently pay a percentage of the medical premium.

THE RECRUITMENT PROCESS

Application: Applicants must submit a City of Lakeport application and other documents required as specified in the job announcement by the closing time specified on the final filing date. Each recruitment process is treated separately, and a separate application must be submitted for each position applied for.

Examination: Applicants will be evaluated and applicants who appear to be most qualified will be invited to participate in an examination or a combination of examinations as indicated in the position announcement.

Exam Accommodations: In accordance with the Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the testing process, please notify the Human Resources Department in advance at 707-263-5615 x101 so your request may be reviewed prior to the occurrence of testing.

Probationary Period: Generally, employees appointed to regular positions serve a twelve (12) month probationary period.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in the bulletin may be modified or revoked. The City of Lakeport is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, ancestry, sex, religion, sexual orientation age disability or marital status.

Opened: 12/14/2021 – Closed: 1/17/22