



## **The Position**

The Town of San Anselmo is accepting applications for the full-time position of Building Inspector in the Public Works and Building Department. The eligible list of qualified candidates established by this recruitment will be used to fill the current Building Inspector position and may be used to fill any future vacancies which occur at this level. Eligible lists normally remain active for up to one year.

### **This position performs the following essential job duties:**

- Make field inspections of buildings and public works permits to ensure compliance with approved plans, specifications, and applicable building, electrical, plumbing, and mechanical codes, statutes, and regulations of the Town, county, state and federal agencies.
- Review, approve and issue permits for construction work.
- Check plans and specifications for completeness, accuracy, and compliance with codes and ordinances.
- Investigate code violations and complaints.
- Conduct residential resale inspections, prepare and issue reports upon the sale of all residential property. Perform re-inspections and follow-up as necessary to gain compliance.
- Provide information and guidance to the public regarding codes, ordinances, and the permitting process.
- Provide technical information and interpretations regarding codes, ordinances and compliance methods to contractors, builders, designers, and the general public. Resolve difficult and complex code interpretation, enforcement, and inspection problems, issues, and conflicts.
- Prepare and maintain accurate records, reports, and files. Write clear and concise letters as needed.
- Provide staff assistance to the public at the department's service counter as needed.
- Perform related duties as assigned.

### **The ideal candidate will demonstrate:**

#### **Minimum Qualifications (Knowledge and Abilities):**

- Knowledge of state and local building, electrical, plumbing, mechanical, energy, accessibility, and fire codes and local building, fire and zoning ordinances. Principles and techniques of building construction, building materials and accepted safety standards; Principles and techniques of building inspection.

Ability to read, analyze and interpret building plans and specifications; understand, interpret and apply codes, ordinances, and regulations; communicate clearly and concisely in English, both orally and in writing. Use windows-based computer programs such as MS Word and Excel. Know how to send and receive email. Operate a car and pickup truck safely, back vehicle a long distance, and steer through narrow roadways and hillsides.

### **Experience and Training:**

- Four years of responsible journey-level experience in the building trades, or as a contractor in a variety of construction activities; or three years of experience as a building inspector or related field involving inspection of code enforcement.
- Graduation from high school or equivalent to the completion of 12<sup>th</sup> grade – college training in the field of civil engineering, architecture, or building technology may be substituted for equivalent year of work experience.
- Possession of a valid California driver's license
- Possession of, or ability to obtain within 6 months, certification, through the International Code Council, as a California Residential Building Inspector- J1 and California Commercial Building Inspector- I1

### **Special Requirements/Physical Demands:**

On-site field inspections and office work require a moderate amount of physical agility. On a continuous basis, sit at a desk or stand at a counter to answer questions of the public. Intermittently walk, stand, twist, squat, kneel, climb, and bend both in the office and in the field. Write by long hand and use a computer keyboard to communicate through written means. Frequently lift or carry a weight of up to 10 pounds and occasionally up to 50 pounds. The nature of the work requires the individual to climb 30' to 40' ladders or scaffolding to reach high areas such as roofs, balance on narrow walkways or steep-pitched roofs, crawl through narrow openings and in confined spaces. During inspections, the individual may be required to walk on uneven surfaces. Work will require exposure to intermittent uncomfortable working conditions such as dust, noise, and extreme cold or heat. Inspections are done out-of-doors year-round.

### **Compensation and Benefits**

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Monthly salary for this 40 hour per week position is \$6,558-\$7,971/month with the starting salary depending on experience. A comprehensive benefits package is offered including PERS retirement; generous coverage for health, vision, dental; life and LTD insurance; and paid sick, vacation, and holiday leave. Cashback pay of up to \$365 per month is provided if insurance coverage is waived. This position is part of the SEIU unit.

### **About the San Anselmo Area**

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San Anselmo (population 12,600) is located in the heart of the Ross Valley in Marin County, approximately 10 miles north of the Golden Gate Bridge. San Anselmo has a close-knit and active community environment. The Town is known for Imagination Park as well for its many shops and restaurants. San Anselmo's location in Marin County offers a wonderful mix of active recreational pursuits, including power and sail boating in the ocean and bays, and sheltered harbors with easy access to over 1,000 miles of inland waterways. San Francisco is within easy driving distance, as are the Napa and Sonoma wine countries.

## How to Apply

To receive consideration, applicants must complete and submit:

1. A Town Employment Application in full, including dates of employment, hours worked, and a thorough description of duties and responsibilities.
2. A California Department of Motor Vehicles (DMV) printout, dated no earlier than 30 days from the date of application submission.
3. Letter of Interest
4. Resume.

**Without these four documents, your application will not be given further consideration.**

Initial evaluation of your qualifications will be based solely on the application documents submitted.

**APPLICATION DEADLINE: Open until filled -- Candidates applying by  
May 17, 2019 at 3 pm will receive first consideration.**

Please submit a **letter of interest**, completed Town **application**, **DMV printout** and your **resume** to:

Town of San Anselmo  
Human Resources Department  
525 San Anselmo Avenue  
San Anselmo, CA 94960

Or email to [hr@townofsananselmo.org](mailto:hr@townofsananselmo.org)

Employment applications are available online at

<https://www.townofsananselmo.org/128/Human-Resources>

### EXAMINATION PROCESS

*Applicants whose materials are assessed as being most qualified will be notified concerning the examination process which may consist of an application screening, written exam, oral interview or any combination of these. Possession of the stated minimum qualifications does not guarantee advancement in the selection process. Only properly completed Town applications received by the filing deadline will be evaluated. Based upon information provided in the application documents, the applicants presenting the best job-related qualifications will be invited to continue in the process. It is the sole responsibility of the applicant to show on the application and resume that he/she meets the minimum qualifications as specified in this announcement by submitting a clear, specific, and complete statement of his/her qualifications.*

*Selected candidates typically would start at the beginning step of the salary range. In compliance with the Immigration Reform Act of 1986, individuals offered employment by the Town will be required to show the specified documentation as proof of authorization to work in the United States.*

If special accommodations are necessary at any stage of the examination process, please provide the Administration Office with advance notice and every attempt will be made to consider your request.

***The Town of San Anselmo supports work place diversity  
and is an equal opportunity employe***