



# INVITES YOU TO APPLY FOR SENIOR BUILDING INSPECTOR

## EXCITING OPPORTUNITY

The Town of San Anselmo is seeking applications for the full-time position of Senior Building Inspector in the Public Works and Building Department. It is an exciting opportunity to work in a broad range of areas, to help shape the future of the Town.

The Department of Public Works maintains the Town's infrastructure to support the community. With a staff of 15, the department is responsible for the operation and maintenance of the following public facilities: roads, parks, buildings, parking, equipment, and vehicle fleet. In addition, Town engineering, capital construction projects, and natural disaster response are also managed within the Public Works department.



## THE POSITION

Typical duties of the Senior Building Inspector position include, but are not limited to:

- 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.

### **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.
- Operate a car and pickup truck safely, back vehicle a long distance, and steer through narrow roadways and hillsides.

### **Experience and Training:**

- Five years of progressively responsible experience in building inspection, including commercial inspection and/or plan check experience, of which two (2) years must be at full journey level.
- Three years of experience as a building inspector or related field involving inspection or code enforcement.
- Graduation from high school or equivalent to the completion of 12th grade – college training in the field of civil engineering, architecture, or building technology may be substituted for equivalent year of work experience. Associated of Arts degree preferred.
- Possession of, or ability to obtain within 3 months, 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. Intermittently walk, stand, twist, squat, kneel, climb, and bend both in the office and in the field.
- On a continuous basis, sit at a desk or stand at a counter to answer questions of the public. 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**

The Senior Building Inspector is a full-time position. We offer competitive salaries commensurate with experience; the annual salary range for this position is **\$100,387 - \$122,030**.

As a full-time employee, you will be eligible for the Town of San Anselmo's comprehensive benefits program which includes medical, dental, vision, life and LTD insurance. Cashback pay of up to \$365 per month is provided if insurance coverage is waived. Generous vacation and holidays, leave benefits and a deferred compensation program. This position is part of the SEIU bargaining unit. Town employees contribute to Social Security.



## **ABOUT SAN ANSELMO**

The Town of San Anselmo, California, with a current population of 13,000, is a vibrant town in the center of Marin County. Tucked in a verdant valley with views of Mt Tamalpais and access to hiking and mountain biking trails, the Town is just 20 miles north of downtown San Francisco, and 20 miles west of Berkeley & Oakland. San Anselmo has a lively historic downtown with restaurants, shops, and popular community parks. Outside dining and live music on the weekends is a hallmark of our Town.

The San Anselmo Town Manager administers a budget of \$25M+ and manages 35 full-time employees, and approximately 35 part-time employees. Town departments include Administration & Finance, Building & Planning, Public Works, Library, and Recreation. Police and Fire are managed and shared jointly with neighboring towns.

## **APPLICATION PROCESS AND RECRUITMENT SCHEDULE**

The position is open until filled. To be considered for this exceptional opportunity, please submit

- A letter of interest.
- A resume. (This shall not be substituted for any part of the Application Form.)
- Completed Town application, available online at:  
<https://www.townofsananselmo.org/129/Employment%20Opportunities>
- A California Department of Motor Vehicles (DMV) printout, dated no earlier than 30 days from date of application.

To: Town of San Anselmo  
Human Resources Department  
525 San Anselmo Ave  
San Anselmo, CA 94960  
or email: [hr@townofsananselmo.org](mailto:hr@townofsananselmo.org)