

Compensation and Benefits

- The City of Sonoma provides a competitive compensation and benefits package. The current salary range for the Building Inspector I is \$6,322-\$7,685 and for the Building Inspector II is \$6,952—\$8,450 per month. The City of Sonoma offers a variety of alternative work schedules including a 9/80.

The benefits package includes:

- Retirement: CalPERS Retirement System – Classic employees: 2% at 55 formula based on highest year compensation and sick leave conversion. Candidates hired on or after January 1, 2013, are subject to restrictions imposed by PEPRAs including 2% @ 62. The City does not participate in Social Security.
- Generous medical package for employee and family members.
- Dental and Vision Insurance: City pays 100% of the premium.
- AD&D and Long-Term Disability Insurance: City pays 100% of the premium.
- Life Insurance: \$100,000. City pays 100% of the premium.
- Vacation: accrues at the rate of 80 hours per year for the first three years and increases with years of service.
- Sick Leave: accrues at the rate of 8 hours per month.
- Administrative Leave: 64 hours awarded on July 1 of each fiscal year.
- Paid Holidays: 14 holidays per year.

The Recruitment Process

To apply for this exciting career opportunity, please send your application and supplemental questionnaire electronically to:

City of Sonoma – Attention: Cathy Lanning, Administrative Services Manager
clanning@sonomacity.org

Call Cathy Lanning at 707-933-2217 for more information.

Search Schedule:

Application/Supplemental Questionnaire filing deadline...Open Until Filled

Preliminary Interviews..... To Be Determined

Selection Process:

Applications will be screened for relevant training and experience. The best qualified applicants will be invited to an interview. Prior to providing a Conditional Offer of employment the City will conduct a reference check including but not limited to the verification of employment history and education. After a Conditional Offer of employment is made, applicants will be required to complete and pass a pre-employment physical and background investigation.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained herein may be modified or revoked without notice.

On the Cover:

In the middle of the Plaza, Sonoma's early 20th century City Hall is a *National Historic Landmark* and still serves as the community's focal point and boasts many community festivals. The adjacent scenic hills and agricultural valley provide a setting of unparalleled natural beauty.



City of Sonoma

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www.sonomacity.org



City of Sonoma California



Building Inspector I/II

**~Apply Immediately~
Open Until Filled**

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Building Inspector position I/II. Located just 45 minutes north of the Golden Gate Bridge, the City of Sonoma spans approximately 2.8 square miles in the heart of one of the world's premier wine-producing regions.

The Position

Under general supervision by the City's Development Services Director/Building Official, the Building Inspector inspects residential, commercial, and industrial buildings at various stages of construction, alteration, and repair, and assists in the review of building plans, the processing of building permits and the enforcement of applicable construction codes. The Building Inspector performs the entire range of moderately difficult combination inspections (i.e. building, electrical, plumbing, mechanical, energy, grading, CALGreen, flood hazard and accessibility). This recruitment is being conducted to fill an existing position. The eligible list created will be in effect a minimum of one year.

The City of Sonoma Building Department provides progressive permit services staffed by the Development Services Director/Building Official, a Plans Examiner, a Building Inspector and an Administrative Assistant. The department is responsible for a wide range of building activities. Projects reviewed by the Building Department include the full spectrum of commercial, public, and residential construction normally associated with a small community.

The City of Sonoma is an equal opportunity employer. It is the policy of the City of Sonoma to preserve the right to equal employment opportunity for all persons, including those with physical, mental or sensory disabilities.

If you require special accommodation during the testing or interview process due to a legal disability, please supply the City with documentation on the need for accommodation, and the type(s), in a written request submitted at least five (5) days prior to the date of the examination or interview.

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Veteran's Preference – View the City of Sonoma's Policy:

<https://www.sonomacity.org/documents/veterans-preference-policy/>

Candidates requesting veteran's preference will be required to provide a copy of U.S. Government Form DD 214 "Certificate of release or Discharge from Active Duty" to Human Resources before the filing deadline for the position applied for.

Preference afforded via the application screening shall constitute the complete and total extent to which the City of Sonoma will afford veteran preference over other candidates.

The Community

The City of Sonoma is a beautiful, environmentally friendly, and safe place, widely recognized as one of the most desirable cities in *Northern California to live, visit, and do business*. Sonoma is proud of its *friendly and small town atmosphere with residents that are actively engaged* in city policies, volunteerism in a plethora of non-profits, and numerous community events and activities on the City's historic Plaza in the center of town. The City of Sonoma offers its 10,989 residents and visitors numerous attractions including shopping in the historic Plaza, wine tasting, hiking, as well as a vibrant restaurant

The Organization

Incorporated in 1883 as a general law city, the City operates under a Council-Manager form of government with a five-member City Council. Sonoma boasts of an engaged citizen base and a culture of civility in public discourse. The City of Sonoma has a staff of 35 full-time and five part time-employees. These employees provide General Government (City Manager, City Clerk, Finance, Human Resources, and Risk Management), Building/Planning and Public Works (Administration, Streets, Parks, Water, and Cemetery). The City contracts its police services with the Sonoma County Sheriff's Department and its fire services with Sonoma Valley Fire Rescue Authority – both of these relationships are active partners within the City's leadership team. Water is wholesale provided from the Sonoma County Water Agency and sanitation management and infrastructure are under the management of the Sonoma County Sanitation District.

Distinguishing Characteristics

Building Inspector I - This is the entry-level class in the Building Inspector series. Positions in this class typically have little or no directly related work experience and work under immediate supervision while learning job tasks. The Building Inspector I class is distinguished from the Building Inspector II level by the performance of less than the full range of duties assigned to the II level. Incumbents work under immediate supervision while learning job tasks, progressing to general supervision as procedures and processes of assigned area of responsibility are learned.

Building Inspector II - This is the journey level class in the Building Inspector series and is distinguished from the Building Inspector I level by the assignment of the full range of duties. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Building Inspector I level.

Example of Essential Duties

- Duties may include, but are not limited to, the following:
- Plan, schedule, and perform field inspections of residential, commercial, and industrial construction projects.
- Ensure that building construction is in compliance with related laws, codes, ordinances and regulations.
- Research, interpret and explain codes, standards, requirements and restrictions; provide information to architects, contractors, engineers and the public.
- Coordinate inspection and plans examination activities with other city departments and divisions.
- Prepare reports, investigate code violations and issue violation notices, correction notices and abatement orders; maintain files and reports regarding inspection activities and findings.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- In addition to the duties listed above, an employee within this classification will perform additional duties as assigned.

Minimum Qualifications

- Possession of a high school diploma is required.
- Possession of a valid California Class C driver license is required. This job classification may require use of a City vehicle while conducting City business.

Certifications/Registration:

- At the time of application, possession of one or more current ICC (International Code Conference) certifications in an Inspector or Plans Examiner category or registration as a Licensed Architect or Registered Civil or Structural Engineer by the State of California is desirable.
- Within one year of appointment, employee shall have obtained and must maintain throughout employment, not less than one ICC certification in the Building Inspector, Plans Examiner or Building Official categories or registration as a Licensed Architect or Registered Electrical, Mechanical, or Civil Engineer by the State of California. Certifications other than ICC may be considered on a case by case basis.
- Within three years of appointment, employee shall have obtained and must maintain throughout employment, a Certified Safety Assessment Program Evaluator or Coordinator certification from the State of California Office of Emergency Services.
- Within three years of appointment, employee certification as a Certified Access Specialist under the Certified Access Specialist (CASp) program administered by the California Department of General Services – Division of the State Architect is desirable.

Examples of Abilities Needed:

- Read and interpret building plans, specifications, codes and regulations;
- Understand simple mathematic computations ;
- Inspect and verify the work product of others. Clearly and concisely convey and communicate, verbally and in writing, violations, corrections and code requirements;
- Produce written material using proper sentence construction, punctuation and grammar;
- Use computer systems for word processing, e-mail and permit computations;
- Safely operate a motor vehicle;
- Establish and maintain effective and cordial working relationships with other City staff members, builders, contractors and the general public;
- Complete a minimum of 45 hours of continuing education within every three-year period;
- Enforce regulations with firmness, tact and helpful customer service;
- Understand and follow posted work rules and procedures;
- Appear for work on time;
- Follow directions from a supervisor and accept constructive criticism.

Examples of Knowledge Needed:

- Principles, practices and techniques of building inspection and code enforcement work;
- Workplace safety standards;
- Methods of construction applicable to the full range of construction activity commonly occurring within the community;
- Building related codes and ordinances enforceable by the City including the California Building Standards Code, zoning ordinances, City environmental and energy regulations and other applicable state and federal regulations.