

Compensation and Benefits

- The City of Sonoma provides a competitive compensation and benefits package. The current salary range for this position is \$6,191 to \$7,525 per month. The City of Sonoma currently operates a normal work schedule.

The benefits package includes:

- Retirement: CalPERS Retirement System – 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 PEPPRA. Employees contribute 1% of persable compensation toward the City's cost of pension benefits. 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: \$25,000. 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 4 hours per month with an additional 24 hours of Alternative Sick Leave awarded July 1 and 24 hours awarded January 1 of each year.
- Paid Holidays: 12.5 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
humanresources@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.

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

**~Apply Immediately~
Open Until Filled**

The City of Sonoma is seeking a highly qualified, dynamic, and enthusiastic candidate to fill its Building Inspector position. 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.

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

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 scene.

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.

The Ideal Candidate

The Building Inspector position is a journey level classification and is responsible for all day-to-day building inspection activities both in the field and within the office. Positions within this classification function under considerable independence and are expected to use good professional judgment and make sound decisions.

The ideal candidate would possess all or any combination of knowledge, education, experience, training and certification that would provide the abilities needed to perform the essential duties of the position.

Desirable Education and Experience

- Education equivalent to an A.S. or A.A. degree from an accredited college with major study in building inspection, code administration, building safety, architecture, engineering or a closely related field.
- ICC certification as a Combination Inspector at the time of application is desirable but not required.
- Certification as a Certified Access Specialist (CASp) at the time of application is desirable but not required.
- At least four (4) years of experience in the building construction field as a contractor or journey level, plumber, electrician, carpenter, or related craftsperson is desirable but not required.
- At least two (2) years of responsible experience performing building inspection duties for a public agency is desirable but not required.

Example of Essential Duties

The following duties are considered essential for this job classification:

- Perform field inspections in trade specialties such as plumbing, electrical, mechanical, structural, energy, sustainability, grading and accessibility for all types of buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of the City of Sonoma as well as county, state, and federal agencies.
- Ascertain conformance to Title 24 of the California Code of Regulations and pertinent provisions of local, State, and County regulations and ordinances.
- Perform residential and minor commercial plan review and issue permits for work.
- Coordinate inspection activities with other City departments and divisions; confer with architects, contractors, builders, and the public in the field and office; receive and investigate and initiate abatement procedures on complaints, health hazards, and safety hazards; explain and interpret requirements and restrictions.
- Assist the public at the customer service counter in the areas of plan check, permit issuance, answering code questions and providing building code related information
- Confer with architects, contractors, engineers, owners, builders and the public in the field and office; Explain and interpret standards, requirements and restrictions; Assist applicants to find solutions to a variety of engineering and architectural problems or refer them to appropriate sources of help.
- Prepare and produce clear and concise reports, written correspondence, violation notices, correction notices and abatement orders and keep accurate records.
- Team players with strong interpersonal skills, a customer service orientation, and a high level of technical competence in building-related codes are urged to apply.

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 personal or City vehicle while conducting City business.

Required 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 required.
- Within two years of hire, employee shall have obtained and must maintain throughout employment, not less than two ICC certifications, one of which being a combination certification in the Inspector or Plans Examiner categories. Certifications other than ICC may be considered by the Development Services Director/Building Official on a case by case basis.
- Within three years of hire, employee shall have obtained and must maintain throughout employment, 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.

Ability to:

- Read and interpret building plans, specifications, codes and regulations;
- Understand simple engineering computations and convey the information to others;
- Inspect and verify the work product of others, in the field and in the office, and 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 necessary 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.

Knowledge of:

- 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.