



# BUILDING/ONSITE INSPECTOR I/II

## Definition

Under direct (I) or general (II) supervision, performs inspections of residential, commercial, and sanitary sewer sites to enforce relevant codes; ensures conformance with approved plans, specifications, standards, permits, and licensing; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related duties as assigned. A copy of the full job description can be found at [www.townofparadise.com](http://www.townofparadise.com).

## About the Responsibilities

Specific responsibilities of this position include but are not limited to:

- Conducts field inspections of residential and commercial sites at various stages of construction, alteration, and repair for conformance to state and local building, plumbing, electrical, housing, energy conservation, and wastewater codes, plans, specifications, standards, and drawings.
- Inspects construction framing, foundations, grading, mechanical systems, and electrical, plumbing, and sanitary sewer installations on new construction and alterations to verify code compliance.
- Inspects setbacks from property lines and boundary determinations to ensure compliance with approved plans, construction codes, and zoning ordinances.
- Issues correction notices, stop-work notices, and citations according to established building inspection policies and procedures.
- Conducts follow-up inspections to ensure compliance; conducts and approves final inspections.
- Reviews construction and/or alteration plans of residential and commercial structures and septic system to determine compliance of plans to established codes and regulations; reviews proposed subdivisions for code compliance.
- Performs surface water and ground water sampling.
- Investigates complaints regarding existing buildings or new construction to determine if code violations or problem conditions exist.
- Maintains files, databases, and records related to building inspection activities.
- Prepares a variety of written reports, memoranda, and correspondence.
- Advises and provides information to property owners, developers, architects, engineers, and contractors regarding building inspection requirements, in person and over the counter and telephone; assists the public in the permit application and issuance processes, coordinating and scheduling inspections, plan review, and other developmental processes; responds to questions, complaints, and inquiries.
- Enforces business license, business occupancy, and related codes and regulations as referred by the Finance Department.
- Monitors and interprets changes in building code requirements and new construction techniques.
- Performs related duties as assigned.

# The Ideal Candidate

## Knowledge of:

- Building, electrical, mechanical, plumbing, sanitary sewer, and Title 24 and Title 25 of the California State Codes.
- Building construction and design practices, methods, and materials.
- Principles and techniques of building inspection work.
- Policies and procedures related to development review, permitting, and plan checking.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and organizational policies and procedures relevant to assigned area of responsibility.
- Business arithmetic, including the calculation of areas and fees.
- Occupational hazards and standard safety practices necessary in the area of building inspection.
- Principles and procedures of record keeping and preparation of correspondence.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.

## Ability to:

- Explain and enforce building, sanitary sewer, and related codes and regulations to property owners, residents, and others.
- Review, understand, and interpret construction blueprints, plans, specifications, drawings, and maps for conformance with Town standards and federal, state, and local regulations.
- Prepare clear and concise correspondence and other written materials.
- Maintain accurate logs, records, and basic written records of work performed.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks

## Education & Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Building/Onsite Inspector I/II: Equivalent to the completion of the twelfth (12th) grade, supplemented by courses in planning, construction management, architecture, engineering, or a related field.

Building/Onsite Inspector I: Four (4) years of experience in general construction or related field.

Building/Onsite Inspector II: Two (2) years of progressively responsible experience equivalent to Building/Onsite Inspector I with the Town of Paradise.

## Licenses and Certifications:

Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.

Building/Onsite Inspector I: Ability to obtain an International Code Council (I.C.C.) Building Inspector Certification or Combination Residential Certificate within twelve (12) months of appointment.

Building/Onsite Inspector II: Possession of an I.C.C. Building Inspector Certificate or I.C.C. Combination Building Inspector Certificate, and one of the following: I.C.C. Plumbing, Electrical, or Mechanical Inspection Certificate.

---

The Salary for Building/Onsite Inspector I is:  
**\$27.18 to \$34.69 hourly**

**or**  
**\$56,534 to \$72,155 annually**

The Salary for Building/Onsite Inspector II  
is:

**\$30.01 to \$38.30 hourly**

**or**  
**\$62,420.80 to \$79,664.00**

Salaries are based on a 40-hour work week

## Benefits

Benefits provided by the Town of Paradise will be pursuant to the General Employees Unit MOU for this position. Outlined below is a summary as at the time of recruitment.

- PERS Miscellaneous retirement plan (2% @60 for classic members, 2% @62 new members)
- Sick leave 8 hrs./mo.
- Vacation Leave 0-4 yrs. – 80 hrs.  
5-9 yrs. – 120 hrs.  
10+ yrs. – 200 hrs.
- Bereavement Leave up to 3 days each leave
- Holidays 12 days/yr.
- Floating Holidays 28 hrs./yr.
- Longevity Pay
- Medical Plan\* PERS medical plan\*\*
- Dental Plan\* Met Life Dental Plan
- Vision Plan\* Superior Vision Plan
- \*Employees pay a portion of premium for coverage
- \*\*Deferred Comp in lieu of medical is an option
- Short Term Disability Insurance Plan
- Long Term Disability Insurance Plan
- Life Insurance \$100,000 (for full-time and prorated thereof by standard hours for P/T).
- Deferred Comp (457) Avail. for EE Contribution
- No Social Security participation
- Gym Membership Reimbursement Benefit
- Retiree medical in accordance with PERS contract

## Information

- To apply for this opportunity, submit a completed [Town of Paradise Application](#) for Employment to the following address by **Wednesday August 18, 2021 @ 5:00 p.m.**
- Town of Paradise – Human Resources Department  
**Attn: Building/Onsite Inspector**  
5555 Skyway  
Paradise, CA 95969
- Application packets must include the following:
  - [Employment Application Form](#)
  - Resume and Cover Letter

## Final Filing Date

**5:00 p.m. on Wednesday, August 18, 2021.**

Postmarks will not be accepted as proof of filing date

## Selection Procedure

Following a review of the applications, top candidates who meet the minimum qualifications will be invited to participate in an oral board testing process. The successful candidate will be required to pass and extensive background check and pre-employment physical examination at the Town's expense, and final background review prior to appointment.

The information contained in this announcement is general in nature and does not constitute an expressed or implied contract. Employee benefits may vary with different employee bargaining units and are subject to change by mutual agreement.

The Town of Paradise is an Equal Opportunity/Affirmative Action Employer