



CITY OF RANCHO CUCAMONGA

INVITES APPLICATIONS FOR BUILDING INSPECTOR

\$4,443 - \$5,702 per month

THE POSITION

Under general supervision, conducts field inspections and occasional plan checking of the construction, alteration or repair of buildings and other structures; enforces building, electrical, mechanical and zoning codes and laws; performs related duties as required.

THE CITY OF RANCHO CUCAMONGA

The City of Rancho Cucamonga is situated at the base of the San Gabriel Mountains and adjacent to the cities of Upland and Ontario. Incorporated in 1977, the City operates under a Council-Manager form of government. Rancho Cucamonga encompasses 40.2 square miles within its jurisdiction and has an additional 12 square miles in its sphere of influence. The population is currently 177,736 and growing. Amenities include an award-winning senior and community center, Victoria Gardens Cultural Center, 150-acre championship golf course, and the Victoria Gardens Regional Center. Rancho Cucamonga is one of the safest cities in the country and is a desirable place to live, work, and play.

THE BUILDING & SAFETY DEPARTMENT

The department consists of six (6) main divisions; Building Plan Check and Permit, Fire Plan Check and Inspection, Building Inspection, Grading Plan Check and Inspections, Code Enforcement and Administration. Quality service is provided to the community in a manner that is comprehensive, efficient and knowledgeable. Through innovative programming, technology and the enforcement of the highest standard of codes, we continue our commitment to excellent public safety and quality of life by building strong relationships and partnerships with residents, businesses, and development communities.

EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs inspections and occasional plan check work of various phases of industrial, commercial and residential construction for compliance with applicable codes and regulations of the City, County, State and Federal agencies.; field checks building, electrical, plumbing, mechanical, grading, fire protection system, energy plans, layouts and site plans for proper installation and use of materials; coordinates inspection activities with other City functions; prepares and maintains records, reports and necessary correspondence; maintains current knowledge of technical and regulatory codes; inspects and approves work at each of the required stages of completion and orders corrective action if necessary; makes final inspections for compliance with codes and regulations; prepares reports of inspections and work completed; investigates code violations; posts "Stop Work" notices; advises on and interprets codes to homeowners, contractors, architects, and others; coordinates progress with other City functions and outside agencies; makes studies and investigations of problem properties, structures and/or problems as converting the use of a building illegally; condemning a building or assessing damage to buildings.

MINIMUM QUALIFICATIONS

Graduation from high school or equivalent, supplemented by specialized training in building and residential fire sprinkler inspection, plan checking and four years of increasing responsible experience in one or more of the building trades, construction or any combination of training and experience that provides the desired knowledge and abilities. An Associate's degree in construction technology is highly desirable.

RANCHO CUCAMONGA

Special Requirements:

Possession of or ability to obtain an appropriate California drivers license and a satisfactory driving record and Certification by the ICC as a Building Inspector is required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of the California adopted construction Codes, and related federal and state laws, rules, regulations and procedures codes, rules, regulations, policies and procedures; building tools and materials; methods of building construction; accepted safety methods; principles and techniques of building inspection. Ability to plan check, interpret and explain building plans, blueprints, specifications and building codes; communicate effectively both orally and in writing; work effectively in the absence of supervision; establish and maintain cooperative working relationships.

APPLICATION PROCESS

All applicants are required to complete a City application form and return it to Personnel, 10500 Civic Center Drive, Rancho Cucamonga or mail it to P.O. Box 807, Rancho Cucamonga, CA 91729. Applicants may also apply online at www.cityofrc.us. **Closing date is Thursday, August 26, 2010.**

Applications must be complete and demonstrate that the minimum qualifications are met. All statements made on the application are subject to investigation and verification. Resumes may be attached to completed application form as supplemental information, but will not be accepted in lieu of an official application form. Applications will be screened and the most qualified candidates who best match the needs of the City will be invited to compete further in the examination process. Candidates who meet the minimum qualifications will remain candidates until a final offer is accepted by the candidate who most closely meets the requirements of the City. The City may conclude that none of the candidates, even those who meet the minimum qualifications, are appropriate for the position.

Successful candidates shall be required to:

- Complete a verification form designated by Immigration and Naturalization Service to certify that they are eligible for employment in the United States of America; and
- Pass a pre-employment medical exam, including a drug/alcohol screening; and
- Provide proof of a valid driver's license and be insurable; and
- Pass a reference and background verification. References will not be contacted until a mutual interest has been established.

Disclaimers

The City does not make employment decisions based on sex, race, color, religion, national origin, ancestry, age, marital status or physical handicap, except when such qualifications are appropriate occupational qualifications. In addition, the City of Rancho Cucamonga abides by a nepotism policy which may preclude you from being hired if the City employs a relative. The City of Rancho Cucamonga makes reasonable accommodations for disabled persons, considering each situation on an individual basis. Please make direct requests for accommodation to Personnel. There is a no smoking policy in effect in all City Offices and vehicles. Finally, please note that the provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified or revoked without notice.

Questions regarding this recruitment may be directed to Personnel at (909) 477-2700. Applicants may wish to visit the City's official website at www.cityofrc.us for more information.

FRINGE BENEFITS

- Employees hired on or after September 1, 2010, shall pay 1% of the employee's share of PERS contribution
- Medical insurance provided at \$700 per month
- Dental plan and optical plan provided
- Vacation (80 hours accrued first year)
- 14 paid holidays (including three discretionary holidays)
- Sick leave (120 hours per year)
- \$2,300 tuition reimbursement per fiscal year
- 4/10 work week