



ANNOUNCEMENT OF RECRUITMENT

BUILDING INSPECTOR/ CODE ENFORCEMENT OFFICER

Bi-Lingual (English/Spanish) Highly Desirable

THE POSITION: Under general supervision, receives and documents complaints regarding health, safety, abandoned vehicles, building and/or municipal code violations; investigates complaints, determines validity of complaints and takes appropriate action; conducts field inspections of buildings, structures, and installations in various stages of construction, alteration and repair for conformance to codes and laws; enforces building, plumbing, electrical, occupancy and zoning ordinances and codes; and performs related duties as required.

QUALIFICATIONS: Any combination equivalent to completion of the twelfth grade (G.E.D. equivalent), supplemented by specialized training in building trades, public education, hazardous materials or other related field. Possession of a valid Class C California Driver's License is required. Possession of appropriate, valid I.C.C. Certified Building Inspector certification or ability to obtain certification within one (1) year of the date of employment is required.

THE BENEFITS: \$3,989 - \$4851 per month, paid bi-weekly. Benefits include health, dental, and optical insurance for employee and dependents; PPO plan at a minimal cost for full family, EPO plan at no cost for full family; City paid term life insurance, long-term disability and accidental death & dismemberment insurance for employee; educational assistance; and annual Well-fitness incentives. Employees accrue sick leave at 13 days/year, 10 days/year vacation. The City observes 13 paid holidays/year (11 designated, 2 floating). The City is a member of the California State Employees Retirement System (PERS); 2% @ 55 formula for classic members; 2% @ 62 formula for new members as defined by PEPR. The City does not pay into Social Security.

THE SELECTION PROCESS: Applications and supporting material will be reviewed and evaluated; applicants who appear to be more qualified in terms of experience, education, and training will be invited to participate further in the process. The selection process may include written examination, oral board interview, department interview, background investigation, post-offer medical examination, drug screening, physical capacity testing and any other testing that may be deemed necessary. All applicants will be advised on their status in the selection process. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLY: City of Dinuba, Human Resources, 405 E. El Monte, Dinuba, California, 93618; phone (559) 591-5900; **open until filled**. A City application is required. www.dinuba.org

*Persons with disabilities who require special accommodations may contact Human Resource Services.
Proof of authorization to work in the United States is required for all employees.*

*We are an Equal Opportunity Employer. We do not discriminate on the basis of race,
religion, color, sex, age, national origin, sexual orientation or disability.*

*The provisions of this announcement do not constitute an expressed or implied contract,
and any provision contained in this announcement may be modified or revoked without notice.*

**CITY OF DINUBA
JOB DESCRIPTION**

**BUILDING INSPECTOR/CODE
ENFORCEMENT OFFICER
CLASSIFIED**

DEFINITION: Under general supervision, receives and documents complaints regarding health, safety, abandoned vehicles, building and/or municipal code violations; investigates complaints, determines validity of complaints and takes appropriate action; conducts field inspections of buildings, structures, and installations in various stages of construction, alteration and repair for conformance to codes and laws; enforces building, plumbing, electrical, occupancy and zoning ordinances and codes; and performs related duties as required.

CLASS CLASSIFICATION

Building Inspector/Code Enforcement Officer- This is the entry level in the Building Inspector class series. Positions in this class are engaged in routine inspections of building construction and alterations. This entry level class in the Building Inspector series is for persons with construction trade experience.

EXAMPLES OF DUTIES

Receives and documents complaints from citizens regarding safety, health, building, business license and other city ordinance violations; indicates procedures to abate violations of fire, building, business license, zoning, housing, dangerous building and property maintenance codes, and ordinances regulating abandoned vehicles trash and weeds; conducts field investigations to determine if violations have occurred; checks to see that violations have been corrected; if violations are not corrected and violators are uncooperative, issues citation or turns matter over the appropriate law enforcement agency; assists with preparation of court cases; performs field inspections of single and multi-family residential, and commercial buildings and installation during rough to finished stages of construction, remodeling, and repair; inspects foundation, excavation, concrete, framing, plastering, plumbing, heating, air conditioning and electrical installations; checks stud, joist, rafter spacing and other structural members; examines grade, quality and treatment of lumber, concrete, wire, and other building materials; checks underground installations of conduit and wiring; performs electrical surveys of buildings, equipment, and loads, and provides information regarding violations; researches records to determine property owner; coordinates with other City departments and outside agencies in the resolution of complaints; assists with the development and implementation of programs to support compliance and enforcement; maintains a database file on complaints and a time schedule for their resolution; and performs related work as required.

EMPLOYMENT GUIDELINES

Knowledge of:

Building related codes and ordinances enforced by the City including the uniform building, electrical, plumbing, mechanical, fire, and zoning codes;
Principles and practices of building code inspections;
Methods and techniques of issuing building permits;

Knowledge of: (con't)

Safety, hazardous materials and building codes and regulations; and
Modern office methods including computer and keyboard skills.

Ability to:

Inspect buildings and structures to ensure code compliance;
Read, understand and interpret laws, City ordinances, rules and regulations;
Explain laws, ordinances, rules and regulations to property owners and the general public;
Work out methods to abate violations;
Communicate clearly and concisely in English, both orally and in writing;
Establish and maintain cooperative working relationships with those contacted in the
course of work;
Maintain accurate records; and
Issue building permits;
Prepare clear and concise written reports;
Operate a vehicle observing legal and defensive driving practice;
Determine ways to solve problems.

Education/Experience/Training: Any combination of education, experience, and training which demonstrates the knowledge, skills, and abilities to perform the duties of the position and to learn skills normally acquired on the job is qualifying. A typical entrance background is: Any combination equivalent to completion of the twelfth grade (G.E.D. equivalent), supplemented by specialized training in building trades, public education, hazardous materials or other related field.

Licenses/Certificates: Possession of a valid Class C California Motor Vehicle Operator's License. Possession of an appropriate, valid I.C.C. Certified Building Inspector certification, or ability to obtain certification within one (1) year of the date of employment.

TOOLS AND EQUIPMENT USED

Personal computer including word processing, database, and permitting software; calculator; copy machine; phone; fax; radio; motor vehicle.

PHYSICAL DEMANDS/WORKING CONDITIONS

Stamina to stand on feet for long periods of time. Occasionally required to walk; use hands to finger, handle, feel or operate objects, tools, or controls; reach with hands and arms; sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. Occasionally lift and/or move up to 50 pounds. Sense of smell to detect odors. Close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Work is performed mostly in field settings with considerable outdoor work in outside weather conditions. Occasionally works near moving mechanical parts and in high, precarious places. Occasional exposure to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level is usually quiet in the office, and moderate to loud in the field.

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**An Equal Opportunity/
Affirmative Action Employer**



HUMAN RESOURCES
405 E. El Monte Way
Dinuba, CA 93618
(559) 591-5900
Fax (559) 591-3815
www.dinuba.org

EMPLOYMENT APPLICATION

INSTRUCTIONS: Completely fill out application and sign it, print in ink or type. It is the applicant's responsibility to ensure that the application is on file in Human Resources on the final filing date. Late applications will be rejected.

POSITION APPLYING FOR: _____

NAME:	Last Name	First Name	Middle
ADDRESS:	Street/P.O. Box	City	State Zip Code
TELEPHONE: ()	Home	()	Business () Cell
EMAIL ADDRESS: _____			

DRIVER'S LICENSE NUMBER: _____ **CLASS:** _____ **STATE:** _____ **EXPIRES:** _____
Completion of this question is required only if the position for which you are applying requires the possession of a valid California Driver's license.

I meet the minimum age requirements as stated on the job announcement for this position. Yes No

EDUCATION

Did you graduate from High School, pass the State High School Equivalency Exam, or do you possess a G.E.D. certificate? Yes No
 Name of last High School attended: _____

College or University	Major	Units	Degree

Please list any experiences, certificates/licenses, skills or special training that are *related* to the position which you are applying for.

ADDITIONAL INFORMATION

Are you related to any City of Dinuba employee? If yes, state name and relationship.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are you now or have you ever been employed by the City of Dinuba?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Can you, after employment, submit verification of your right to work in the United States?	<input type="checkbox"/> Yes <input type="checkbox"/> No
List languages you speak fluently other than English:	

EMPLOYMENT HISTORY

List most recent experience first; carefully account for all employment and/or job related volunteer experience. List each job title even if employed by the same employer. Use additional sheets if necessary using the same format below. A resume may be attached, but will not be substituted for the information required in this section. Your application will be rejected if you write "See Resume".

EMPLOYER: ADDRESS: PHONE NO: POSITION TITLE: FROM (Mo/Yr.): TO (Mo/Yr.): HOURS WEEK: SUPERVISOR NAME AND TITLE: DESCRIPTION OF DUTIES: REASON FOR LEAVING:

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I hereby certify that all statements made on or in connection with this application, including my training, education and experience are true and complete o the best of my knowledge and belief. I understand and agree that any misstatement or omissions of material fact herein will cause forfeiture on my part of all rights to employment with the City of Dinuba. I further understand that any offer of employment is conditional upon my ability to meet the established requirements of the job. These requirements include but may not be limited to: undergoing a pre-employment physical, including a drug screen by a physician of the City's choosing; undergoing a fingerprint background check ; signing an oath of office; and furnishing proof of either citizenship or the legal right to work in the United States of America upon appointment.

Date: Signature of applicant:

DISABLED APPLICANTS

The City of Dinuba will make reasonable accommodations in the exam process to accommodate disabled applicants. If you are invited to participate in any test process and have a disability for which you require an accommodation, please contact the City of Dinuba, Human Resources.

Name: _____

Position Applied For: _____

(This page will be detached from your application and filed separately)

COMPLETION OF THIS SECTION IS OPTIONAL

HOW DID YOU HEAR ABOUT THIS JOB OPPORTUNITY?

<input type="checkbox"/> Newspaper	<input type="checkbox"/> City Employee	<input type="checkbox"/> Publication	<input type="checkbox"/> Job Announcement
<input type="checkbox"/> City Website	<input type="checkbox"/> City Email Notice	<input type="checkbox"/> Social Media	<input type="checkbox"/> Other _____

NOTE: RACE/ETHNICITY AND GENDER INFORMATION IS FOR STATISTICAL PURPOSES ONLY AND IS NOT USED IN HIRING

RACE/ETHNIC DATA

<input type="checkbox"/> White	<input type="checkbox"/> Black	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Asian
<input type="checkbox"/> Indian	<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Native Hawaiian or Pacific Islander	<input type="checkbox"/> Other

GENDER DATA

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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