



**SANTA ANA, CITY OF (CA)**  
invites applications for the position of:

# **Combination Building Inspector**

**SALARY:** \$33.24 - \$44.56 Hourly  
\$1,329.69 - \$1,782.23 Weekly  
\$5,762.00 - \$7,723.00 Monthly  
\$69,144.00 - \$92,676.00 Annually

**OPENING DATE:** 01/20/21

**CLOSING DATE:** Continuous

**TYPE OF RECRUITMENT:** Open Competitive

**DESCRIPTION:**

The City of Santa Ana is looking for individuals who are results-oriented, possess great attitudes, demonstrate creativity and innovation, work efficiently, show a record of success and have a **PASSION** for public service. Having the best employees provides the best service to the community.

**THIS POSITION IS OPEN UNTIL FURTHER NOTICE AND CAN CLOSE AT ANY TIME AND WITHOUT ADVANCE NOTICE. YOU ARE ENCOURAGED TO APPLY IMMEDIATELY! THE FIRST APPLICATION REVIEW MAY BEGIN AS EARLY AS TWO WEEKS FROM THE DATE OF POSTING.**

Under general supervision, inspects building construction, electrical, plumbing, and mechanical installations; performs plan check, inspection and testing of new and existing commercial, industrial and residential structures in all phases of construction, alteration and repair, to ensure compliance with provisions of current local, state, and federal building and housing codes.

**ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:**

Examines plans, blueprints and specifications for commercial, industrial and residential buildings and miscellaneous structures; and performs field inspections to determine compliance with applicable codes and laws relating to new and existing construction. Inspects complex single and multi-family residential structures. Inspects complex structural systems comprised of various building materials including but not limited to concrete, masonry, steel, timber, glass, and composite construction. Inspects complex and special occupancies, various types of construction, life safety features such as fire and smoke protection systems, means of egress and accessibility. Inspects structural, architectural, mechanical, plumbing, electrical, green building, and energy building components. Inspects and verifies certificates of occupancy. Climbs up and down scaffolding and other objects; crawls under buildings and other structures. Makes judgments as to the acceptability of construction work. Provides professional advice and technical assistance to developers, architects, contractors, engineers, homeowners, city staff and the general public; refers to other agencies for assistance and/or information. Responds to citizen complaints; issues citations and prepares criminal complaint files. Mediates disputes between inspectors and customers. Utilizes current technology in the normal course and scope of daily duties, including but not limited to permitting and inspections software; field hardware such as hand-held computer devices; communications software and devices; and information systems that integrate, store, edit, analyze, share and displays geographic information. Utilizes current standard office software applications to prepare reports, spreadsheets and correspondence. Prepares correction notices, comprehensive reports, public handouts and other related documents. Maintains up-to-date and accurate records as required. Operates vehicles during the course and scope of their duties. Promotes and provides excellent customer service. May appear in administrative hearings and in court as an expert witness. Performs other duties as assigned.

## CHARACTERISTICS OF THE SUCCESSFUL PERFORMERS

The successful performer is well-organized, has high ethical and professional standards, and excellent interpersonal and communication skills. This individual exercises sound judgment when evaluating and responding to both routine and crisis situations. The successful performer is a self-starter, who is motivated to stay current in building code requirements, practices good time management, is an accurate record-keeper, and effectively uses his/her interpersonal skills to assist internal and external customers courteously and tactfully. This individual is a contributing member of the Planning and Building Agency team using excellent customer services practices. The successful performer accepts supervision when warranted, and is willing to assume responsibility and work independently within established guidelines.

## **MINIMUM QUALIFICATIONS:**

### RECOMMENDED MINIMUM QUALIFICATIONS

Three years of experience as a journey-level, lead person or superintendent in building construction work; or two years of building inspection experience for a public agency; or any equivalent combination of training and experience which provides the following knowledge, skills and abilities.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: current codes, laws, ordinances, rules and regulations pertaining to building construction; standard practices, current methods and materials used in building construction; principles and techniques of inspection work; current office software applications such as Microsoft Office Outlook, Word and Excel; and geographic information system (GIS).

Skill in: the integration, application and utilization of current technology including but not limited to permitting and inspections software; field hardware such as hand-held computer devices; communications software and devices; the use and application of geographic information systems that integrate, store, edit, analyze, share and displays geographic information such as GIS; and the utilization of current office software applications such as but not limited to Microsoft Office Outlook, Word and Excel.

Ability to: read and interpret construction blueprints, plans and specifications; understand and make building construction computations; perform effective inspections; recognize construction practices which do not conform to code standards, acceptable practices, and/or proposed plans; organize and present thoughts and ideas tactfully, courteously and effectively in written and oral form; keep required records in an organized manner; walk for several hours daily; climb up and down scaffolding, ladders and other objects; crawl under buildings; bend, stretch, stoop, reach and pull; lift and move objects weighing up to 50 lbs.; remain calm when interacting with irate members of the public; and establish and maintain effective working relationships with developers, architects, contractors, engineers, owners, other employees and the general public in a culturally diverse community.

### SPECIAL MINIMUM REQUIREMENTS

Possession and retention of a valid California Class "C" Driver's License is a condition of continued employment in this classification.

International Code Council (ICC) certification as a Residential Combination Inspector is required prior to completion of the probationary work test period, and is a condition of continued employment in this classification. An ICC Certification as a Combination Inspector may be substituted for a Residential Combination Inspector certificate. Additionally, an ICC Combination Inspector is required within two (2) years of initial hire date. Failure to obtain and maintain required valid certificates and licenses shall result in termination of employment.

Lifts and moves objects weighing up to 50 lbs.

### HIGHLY DESIRABLE

Additional ICC certification in any inspection discipline or as a Certified Accessibility Specialist (CAsp) is highly desirable.

Bilingual fluency in English and Spanish is highly desirable.

### SPECIAL WORKING CONDITIONS

Requires the ability to perform office work and construction inspection work requiring a moderate amount of

physical effort to stand, sit, and walk on even/uneven surfaces. Additionally, the incumbent must be able to walk, stand or sit for prolonged periods of time; bend, stoop, reach, kneel and crawl; ascend and descend ladders and scaffolding; and lift and move ladders and other objects weighing up to 50 lbs.

The incumbent is exposed to field and construction site environments, travels from site to site throughout the work day, operates vehicles during the course and scope of his/her duties, and has extensive public contact.

The incumbent must be willing and able to work irregular hours including weekends, evenings, and holidays. The incumbent must be willing and able to work outside and in inclement weather, as needed.

## **SELECTION PROCESS:**

All applicants are required to complete and submit a City application form online and answer the Supplemental Questionnaire (SQ) online. Resumes or faxed copies will not be accepted in lieu of the City online application and SQ. To apply, click on the "Apply" link located at the top of this page. New users must create an account first. Click on this link for instructions on how to set up your account and apply for the first time: [Online Employment Application Guide](#).

Applications and SQs will be reviewed by the Human Resources Department. ***Preference will be given to applicants with residential and commercial building inspection work experience.*** Those applicants possessing the most pertinent qualifications will be invited to continue in the selection process which will include:

Written Examination: (Weight of 50%) will evaluate candidates' knowledge, skills, and abilities in relation to those factors which are essential for successful performance on the job. This examination may include questions on structural, plumbing, mechanical, and electrical topics, and/or other related topics.

Writing Skills Examination: (Qualifying) will evaluate the candidates' ability to write and produce documents and reports. The areas that will be evaluated may include: proper English and grammar usage, clarity, conciseness, organization, content, and logical progression from one idea to the next.

Oral Interview Examination: (Weight of 50%) will evaluate the candidates' experience, training, education, and abilities in relation to those factors which are essential for successful performance on the job.

The Human Resources Department may waive an examination component. Candidates must receive a minimum passing score in all examination components administered in order to be placed on the eligible list. Examinations may be scheduled in a different order in which they appear above.

***Bilingual fluency pay, if applicable, is up to an additional \$175 per month.***

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.santa-ana.org>

Human Resources, M-24  
PO Box 1988  
Santa Ana, CA 92702  
714-647-5340

Job #46-21 MC  
COMBINATION BUILDING INSPECTOR  
MC