City of Montebello

EMPLOYMENT OPPORTUNITY

1600 West Beverly Boulevard
Montebello, California 90640
Job Line (323) 887-1380

COMBINATION BUILDING INSPECTOR

(Open Recruitment)

LAST DATE TO APPLY

Open Until Filled City Application required at time of filing. No postmarks, or resumes in lieu of City applications will be accepted.

SALARY RANGE

$3,510 - $3,686 - $3,870 - $4,063 – $4,266 - $4,480

THE POSITION

Under supervision, to conduct field inspections of building, structures, and the installation of various types of mechanical equipment, alterations, and repairs for conformance to current codes and laws; ascertains that permits have been obtained for the work being performed and checks for conformity with building code, approved plans and specification requirements, soil conditions, setbacks, size of excavations, foundations, and reinforcing steel, structural columns and beams, framing of studs, joists, rafters, roof and floor diaphragms, drywall, plastering, exterior lath, stucco coats, all phases of electrical, plumbing, heating and air conditioning, vents, ductwork, fixtures, control equipment, motors and air conditioning equipment; performs electrical surveys of buildings, equipment and loads, recommends changes to meet code standards; confers with architects, contractors, builders, other city departments and the general public in the field and office; signs off on permits to certify the inspections and/or approval; writes report of finding and methods to bring building and/or plans into conformance with codes and ordinances; performs related work as required.

TRAINING/ EXPERIENCE

High School Diploma or General Equivalency Diploma (G.E.D.); or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Experience as a master craft worker engaged in a wide variety of residential and commercial construction.

SPECIAL REQUIREMENTS

- Possession of an appropriate California driver's license.
- Certification - As a condition of continued employment, employees must obtain and maintain valid certifications issued by an agency acceptable to the City as a Certified Inspector in the categories of Building, Plumbing, Mechanical, and Electrical within one year after employment by the City.

KNOWLEDGE OF

- Methods, materials, and techniques involved in building construction, repair, and alteration.
- Applicable City, County, State, and Federal laws, codes and regulations affecting building construction, energy conservation, housing, an land use.
- Uniform Building, Mechanical, Plumbing, and National Electric Codes.
- Computer software packages for issuing permits such as the Parcel Management System and HDL.

ABILITY TO

- Perform building inspections examining workmanship and material to determine deviations from plans, regulations, and standard construction practice and record findings.
- Interpret, explain, apply, and enforce a variety of laws, rules, and regulations.
- Read and interpret building plans, specifications, and building codes.
- Maintain records.
- Make arithmetical calculations quickly and accurately.
- Detect building, electrical, and plumbing code violations from plan review.
- Issue a variety of permits.
- Prepare a variety of reports and presentations.
- Effectively represent the building services field inspection and plan review functions of the Department with concerned individuals, community organizations, and other governmental agencies.
- Establish and maintain cooperative work relationships.
- Communicate effectively orally and in writing.

THE EXAMINATION

Following the review of each application, the best qualified candidates will be invited to appear for an examination(s). Selected candidate(s) must successfully complete a background investigation and physical examination which includes drug testing. At the time of appointment, employee must have required proof of authorization to work in the United States.

M/F/D The City of Montebello is an equal opportunity employer and does not discriminate on the basis of disability. Individuals with disabilities that require accommodation in the application or testing process may be required to provide the Human Resources Department, **no later than the filing date,** with documentation regarding the need for accommodation.

EMPLOYMENT WITH THE CITY OF MONTEBELLO OFFERS
SECURITY • OPPORTUNITY FOR PROMOTION • A GOOD PLACE TO WORK

BENEFITS

- Four-day, 36-hour workweek
- Medical, dental, and vision insurance
- 11 Medical plans available, most with full family coverage
- Or in lieu of coverage, $350 per month medical incentive plan available
- $30,000 term life insurance
- $30,000 ADD insurance
- Bilingual pay of $70 per month
- Annual Leave Plan (starting at 232 hours per year of combined vacation, holiday and sick time)
- 12 holidays in 2014 (varies each year)
- 30 hours bereavement leave
- Long-term disability program
- PERS Retirement membership plus Social Security
- Classic CalPERS Members: the City *currently* pays 5% of the members 8% contribution toward 2.7% @ 55 retirement formula, employees pay 3%
- New CalPERS members: employees pay 6.25% toward 2% @ 62 retirement formula
- Deferred compensation plan
- Up to $1,500 per year tuition reimbursement
- Credit union privileges

GENERAL INFORMATION FOR ALL APPLCANTS

The term "recent," when used in the requirements refers to training and/or experience obtained within the ten-year period immediately prior to the filing deadline. Applications can be considered only if they clearly indicate that the minimum requirements are met. All applications accepted are subject to further review and verification and may be rejected at any time if the published requirements for admission to the examination are not met. All applicants will be notified in writing as to the results of this review. Admission to an examination does not ensure that a passing grade will be received on any part of the examination. All applicants will be notified in writing of their final status once the examination process is completed.

CERTIFICATION

An eligibility list of those successfully passing an examination(s) will be established and certified either by the Civil Service Commission of the City of Montebello (classified positions) or by the Personnel Director (unclassified positions) to be valid for a period of one year from date of certification. The five (5) highest eligible on the list will be furnished to the Appointing Authority where the vacancy exists. The Appointing Authority will then make the selection from those eligible to fill the position. In cases where more than one position is to be filled in any class in a department at the same time, the number of names furnished shall be five (5) plus two (2) names for each additional position. A candidate will be disqualified from appointment to a position requiring direct supervision by a relative or where a conflict of interest may occur.

CIVIL SERVICE

All City employees are required to perform assigned Civil Defense duties in the event of an emergency or disaster.

The provisions of this bulletin do not constitute a contract expressed or implied and any provisions contained in this bulletin may be modified

NOTE: The City has implemented a direct deposit system for payroll. All new employees are required to have a qualified bank or credit union checking or savings account, which will accept the automatic deposit.

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Human Resources Department
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