



The City of Fremont invites your interest in the position of

BUILDING INSPECTOR I/II

Community Development Department

Recruitment Timeline

First review of applications:

12:00 p.m. (Noon)

October 28, 2022

Interested applicants are encouraged to apply as soon as possible.

Interviews:

Date(s) to be determined when a viable number of qualified candidates is reached.

Compensation & Benefits

Building Inspector II:

\$107,139 - \$130,229

annually

Building Inspector I:

\$102,030 - \$124,019

annually

A summary of benefits can be viewed online:

[Benefits Summary](#)

These positions are represented by the City of Fremont Employee Association (CFEA) Bargaining Unit

[Apply Here!](#)



The Organization

Fremont is a well-managed and innovative city! Located in the heart of the Bay Area and Silicon Valley, Fremont prides itself on innovation, clean technology and advanced manufacturing, a low crime rate, great schools, a low unemployment rate, quality parks, nearby open space, and an incredibly diverse population of over 230,504 residents. With its strong and diversified business base, Fremont is an important economic force in the region. The City strives to be an innovator in municipal government, with dynamic leadership provided by the City Council and City Manager.

The Position

The Building Inspector I/II is a critical position in the Building and Safety Division. Incumbents perform inspections and plan checks of buildings and structures to ensure construction or alteration work is being done according to approved plans and in accordance with the provisions of building codes and ordinances, and as well as enforce zoning and sign ordinances.

Examples of Job Responsibilities

- Makes field inspections to determine that construction and alteration work complies with City and State ordinances and laws.
- Inspects buildings in various stages of progress against plans or specifications to ascertain code compliance for structural, accessibility, electrical, plumbing, mechanical, energy, fire and green codes and standards.
- Inspects buildings for code enforcement cases and evaluates residential structures for compliance with housing code requirements.
- May issue notices of improper or hazardous structures to owners or builders.
- Provides the public with detailed information on building, zoning, housing, electrical, plumbing, mechanical, fire and green regulations using best practice customer service techniques.
- Checks plans and specifications.
- Reviews and approves applications for permits.
- Makes detailed investigations of building, signing, and zoning matters and prepares related reports and correspondence.
- Assists the public at the public counter and by phone or e-mail and receives permit applications and monitors progress through the plan checking process.
- Utilizes computer to track projects and generate reports.
- To view a complete list of essential functions, please view the class specification.

The Ideal Candidate

The selected candidate will be self-motivated and demonstrate strong customer service skills. In addition, the selected candidate will demonstrate the ability to perform a variety of complex building inspection functions. The successful candidate will communicate effectively both orally and in writing, with the ability to be sensible, respectful, and patient. Inspector work experience with a public agency is desirable.

Education and Experience

The successful candidate will have any combination of education and/or experience that has provided the knowledge and skills necessary to satisfactorily perform the essential duties of the job. A typical way to obtain the required knowledge and skills would be:

Building Inspector II:

Education/Experience: Any combination of education and experience equivalent to graduation from high school and four years of increased levels of experience in the building trades, or two years inspection experience with a public agency. To advance to Building Inspector II, incumbents must hold a position as Building Inspector I for a minimum of 1 year.

Licenses/Certificates/Special Requirements: ICC Certification (or equivalent certification(s)) as a Residential Building Inspector and Commercial Building Inspector, and two additional specialty inspector certificates (residential or commercial – mechanical, electrical, plumbing, NICET, or OSFM Fire Inspector) are required at date of hire. Failure to maintain this state-mandated certification will result in termination (Health and Safety Code, Sections 18949.25 through 18949.31). Possession of, or ability to obtain by the time of appointment and maintain during appointment, a valid Class C California Driver's License.

Building Inspector I:

Education/Experience: Any combination of education and experience equivalent to graduation from high school and four years of increased levels of experience in the building trades, or two years inspection experience with a public agency.

Licenses/Certificates/Special Requirements: ICC Certification (or equivalent certification(s)) as a Residential Building Inspector or Commercial Building Inspector, and one additional specialty inspector certificate (residential or commercial – mechanical, electrical, plumbing, NICETY, or OF Fire Inspector) is required within one year from the date of hire. Failure to maintain this state-mandated certification will result in termination (Health and Safety Code, Sections 18949.25 through 18949.31). Possession of, or ability to obtain by the time of appointment and maintain during appointment, a valid Class C California Driver's License.

Application

How to Apply: Candidates may apply for this position by submitting a completed City application, resume and supplemental questionnaire through the online application system (Government Jobs) at:

<https://www.governmentjobs.com/careers/fremontca>

Reasonable Accommodation: Human Resources will make reasonable efforts in the examination process to accommodate persons with disabilities. Please advise Human Resources of any special needs a minimum of 5 days in advance of the selection process by calling (510) 494-4660 or emailing humanresources@fremont.gov.

Selection Process

The selection process will consist of an evaluation of the candidate's training and experience based on the application, resume, and responses to the job-specific supplemental questions. Only the candidates whose backgrounds best match the position will be invited to proceed in the selection process. Additional phases of the selection process may include one or more interviews, professional reference checks, fingerprint check for criminal history, pre-employment medical exam and other related components.

The information contained herein is subject to change and does not constitute either an expressed or implied contract. The City of Fremont is an Equal Opportunity Employer.



Human Resources Department
3300 Capitol Avenue, Bldg. B
(510) 494-4660 | humanresources@fremont.gov
www.fremont.gov/government/departments/human-resources

SUPPLEMENTAL QUESTIONNAIRE

The completion of this supplemental questionnaire is required for your application to be considered for the Building Inspector I/II and is an integral part of the examination process. This supplemental questionnaire will be used to assess your qualifications as it relates to the **Building Inspector I/II**. Your responses will be evaluated and compared to your application and will assist in determining which applicants will receive further consideration for the selection process.

When you apply online you will be prompted to respond to the following questions:

1. Please be specific in answering the Supplemental Questions as they will be used to evaluate which applications will be given further consideration in the process. Do not answer "see resume" or "see application" as these are not valid answers. Select "Yes" to reflect that you have read and understand this statement.
 - Yes
 - No
2. What is your highest level of education?
 - Did not complete high school or equivalent
 - High school diploma or equivalent
 - Some college
 - Associate's degree
 - Bachelor's degree or higher
3. Please indicate which position you are applying for:
 - Building Inspector I
 - Building Inspector II
4. Please indicate how you meet the experience requirement for a Building Inspector I/II:
 - **Building Inspector II:** I have four years of increased levels of experience in the building trades, or two years inspection experience with a public agency; **and** I have held a position as a Building Inspector for a minimum of one (1) year.
 - **Building Inspector I:** I have four years of increased levels of experience in the building trades, or two years inspection experience with a public agency.
 - I do not meet the minimum experience requirement for the Building Inspector I/II position.
5. Do you have building inspection work experience with a public agency?
 - Yes
 - No
6. The Building Inspector I/II positions require ICC Certification or equivalent certification(s) as Residential Building Inspector or Commercial Building Inspector. Please specify the certifications that you possess (select all that apply):
 - ICC Certification [or equivalent certification(s)] as a Residential Building Inspector
 - ICC Certification [or equivalent certification(s)] as a Commercial Building Inspector
 - I do not possess any of the required certification(s); however, I acknowledge that I am required to obtain the certification within one year from the date of hire.
7. The **Building Inspector I** position requires one additional specialty certificate within one year from the date of hire and the **Building Inspector II** position requires two additional specialty certificates in residential or commercial mechanical, electrical and plumbing required at date of hire. Please specify the specialty certifications that you possess (select all that apply):
 - Residential certification in mechanical
 - Residential certification in electrical
 - Residential certification in plumbing
 - Commercial certification in mechanical
 - Commercial certification in electrical
 - Commercial certification in plumbing
 - NICET
 - OSFM Fire Inspector
 - Other certification
 - I do not possess any of the required certification(s); however, I acknowledge that I am required to obtain one additional specialty inspector certificate is required within one year from the date of hire.

SUPPLEMENTAL QUESTIONNAIRE (Continued)

8. If you possess other relevant certification(s) and/or if you are in the process of obtaining additional building inspector certifications, please include details, including the type of certification, and the date(s) you obtained the certification(s) or when you expect to receive the certification(s).

9. Do you possess a valid Class C California Driver's License?

- Yes
- No, but I have the ability to obtain a valid Class C California Driver's License by the time of appointment.