



# Employment Opportunities

12700 Norwalk Boulevard, P.O. Box 1030, Norwalk, California 90651-1030

(562) 929-5721 • Job Hotline (562) 929-5771

E-mail: [humanresources@norwalkca.gov](mailto:humanresources@norwalkca.gov)

**BUILDING INSPECTOR I;** \$4,663 - \$5,668 Per Month  
OR

**BUILDING INSPECTOR II;** \$5,534 - \$6,726 Per Month  
(General Unit/Full-time) Competitive – Open to the Public

## DEFINITION

Conducts field inspections and checks construction, alteration, or repair of buildings and other structures; enforces building, plumbing, mechanical, electrical, and zoning codes and laws. This position is on the 9/80 compressed work schedule. NOTE: Placement at the Building Inspector I or Building Inspector II level will be dependent on applicant's relevant qualifications and experience.

## LAST DATE TO APPLY

**Thursday, July 27, 2017, 6 p.m.** City employment applications and supplemental questionnaires will be accepted at Norwalk City Hall, Department of Human Resources, Room 9, 12700 Norwalk Blvd., Norwalk, CA 90650. Employment application and supplemental questionnaire must be completed. Cover letters and resumes will not be accepted in lieu of a completed application. **Faxed and emailed materials will not be accepted.** Postmarked materials will not be accepted after the Last Date To Apply. City Hall is closed on alternate Fridays due to the 9/80 compressed work schedule.

## EXAMPLES OF DUTIES

Duties may include, but are not limited to the following: Performs inspections of various phases of residential building construction for compliance to the various building codes; reviews plans and issues permits; provides field checks for electrical, plumbing, and mechanical plans, layouts, and site plans of residential, commercial, and industrial buildings for proper installation and use of materials to ensure compliance to appropriate codes; checks and approves building plans and specifications for residential, commercial, and industrial structures for compliance with applicable building, electrical, mechanical, plumbing, occupancy, and zoning codes; checks for grade and quality of materials used in construction, inspects and approves work at each of the required stages of completion and orders corrective action if necessary; makes final inspections for compliance to relevant laws, regulations, and codes; prepares reports of inspections and work completed; investigates code violations, posts Stop Work notices, and prepares report of findings; advises and interprets codes to laymen, contractors, architects, and others as required; coordinates plan review with other City departments or divisions and outside agencies; provides assistance to the Norwalk Property Maintenance and Building Rehabilitation Board of Appeals; performs studies and investigates problems such as converting the use of a building, condemning a building, or assessing damage to buildings caused by fire, vehicles, earthquakes or other natural occurrences. Inspects and approves construction of mobile home parks, signs and sign locations, and related structures. Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate. Performs related duties as required.

## QUALIFICATIONS AND GUIDELINES

Possession of or ability to obtain an appropriate California driver license and a satisfactory driving record are required. Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary. Requires possession of current ICC Certification as Building Inspector for building, plumbing, electrical, and mechanical certification for both residential and commercial construction. Example combinations include: Building Inspector I: Four years of experience in one or more of the general building trades, construction or a related field. Building Inspector II: Four years of experience as a building inspector with a public agency or equivalent experience in one or more of the general building trades on the basis of two years of building trade experience is equivalent to one year of building inspection experience.

**Knowledge of:** related federal and state laws, rules, regulations, policies, and procedures; building tools and materials; methods of building construction; accepted safety methods; principles and techniques of building inspection. **Ability to:** interpret, apply, and explain building plans, blueprints, specifications, and building codes; make arithmetical computations rapidly and accurately; communicate effectively both orally and in writing; work effectively in the absence of supervision; establish and maintain cooperative working relationships.

## SELECTION PROCESS

Application and supplemental questionnaire are available through the Department of Human Resources, Norwalk City Hall, 12700 Norwalk Blvd., Norwalk, CA 90650, and/or may be downloaded at [www.norwalk.org](http://www.norwalk.org). **Completed applications must be returned with supplemental questionnaire by the time indicated on the Last Day To Apply.** Following the closing date, application packets will be screened in relation to the criteria outlined in the job announcement. Possession of the minimum qualifications **does not** ensure continuing in the recruitment process. The selection process will include an oral interview and other testing processes designed to predict successful job performance.

Reasonable accommodations for applicants with disabilities may be requested by calling the Department of Human Resources at least three (3) business days in advance of the scheduled examination/interview date. City appointments are contingent upon successful completion of a post-offer medical examination, including drug screening to comply with our Drug Free Workplace policy, and a Live-Scan fingerprint check through the Department of Justice. The successful candidate will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

## **BENEFITS FOR GENERAL UNIT EMPLOYEES**

**Union Membership:** Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

**Vacation Leave:** Eighty hours per year after completion of one year; 120 hours per year after completion of 5 years; 160 hours per year after completion of ten years or more.

**Sick Leave:** Credit for sick leave with pay shall accrue at the rate of eight (8) hours for each calendar month of service. A 3,000 hour Hourly Unit employee who is hired to a full-time position, shall have the right to use any previously earned sick leave while serving their probationary period in the new promotional classification. However, the probationary period will be extended by the amount of time used.

**Paid Holidays:** The City currently observes ten holidays plus two floating holidays.

**Retirement:** Membership in the Public Employees' Retirement System (PERS) is as follows: Employees hired after January 1, 2013 who are new to Cal-PERS, or are returning members with a break in service greater than six months, will be enrolled into the 2% @ 62 retirement plan formula and will be required to pay up to 50% of the "normal costs" (currently 6.75%). Returning members with a break in service less than six months may be enrolled into the 2% @ 55 retirement plan formula and will be required to pay 6.5% of their reportable compensation (employee contribution), if eligible. Furthermore as a result of PEPR, CalPERS will take into account prior service at a reciprocal retirement system (or system that has similar agreements with CalPERS, such as CalSTRS) when determining your benefit formula when you enter membership with a CalPERS employer.

**Medical Plan:** Each employee has a choice of insurance plans offered through the Public Employees' Retirement System (PERS). The City currently pays the monthly premium cost up to a set amount.

**Dental Insurance:** Covered through Delta Dental Plan. The City currently pays 100% of the premium for employee plus dependents.

**Vision Insurance:** Covered through Vision Services Program. The City currently pays 100% of the premium for employee plus dependents.

**Group Life Insurance Plan:** Life insurance is presently provided at no cost to the employee. The City provides \$5,000 term insurance to employees with less than 5 years of service. Upon achieving 5 years of continuous service, insurance is increased to one and one-half times their annual salary.

**Voluntary Insurance Plans:** Optional Supplemental Life, Short Term Disability, Hospitalization, Accident and Cancer insurance policies are available at the employee's cost.

**Long Term Disability Insurance:** The City pays 100% of the insurance plan.

**Deferred Compensation:** Two optional plans available at employee's cost.

**Credit Union:** The City is affiliated with the Los Angeles County F & A Federal Credit Union. Employees are eligible for membership.

**Employee Assistance Program:** An Employee Assistance Program (EAP) is available to provide help to employees and members of their families who are experiencing personal problems. For more information contact the Department of Human Resources.

**A Six Month Probationary Period:** must be satisfactorily served by each employee before he/she is considered for permanent employment.

**A Loyalty Oath:** is required for each employee prior to his/her actual employment.

**Legal United States Residency:** All applicants must be able to prove legal United States residency.

**Veteran's Preference:** The City provides preference to military veterans under consideration for initial employment. To claim veteran's preference an applicant must submit their most recent DD214 form. An eligible veteran is one who has served in the United States armed forces and who has received an honorable discharge.

**Seniority Credits:** Current City employees in promotional, open, and open/promotional examinations for represented classifications may be allowed promotional seniority points provided the exam is otherwise successfully completed.