

# Culver CITY

and

the

## Community Development Department

Invite Applications

for

## Senior Building Inspector and Permit Center Supervisor

**\$77,773 - \$94,932 annually**



**Job Code#**

**Filing Deadline:**

### Duties and Responsibilities

This management position is responsible for supervising inspections related to the enforcement of building, electrical, plumbing, heating, refrigeration, and housing codes and laws, as well as overseeing the operations of the Permit Center which coordinates development services activities among Building Safety, Fire Prevention, Engineering and Current Planning Divisions. The functional areas of responsibility assigned to this position include, but are not limited to:

1. Assures prompt review of systems and plans for proposed building construction or alteration and the timely inspection of all structures being built to obtain compliance with applicable state, federal and local laws, codes, and ordinances dealing with the construction of new buildings and the alteration and safety of existing buildings.
2. Plans and directs Permit Center activities, ensuring proper coordination with development services division managers for the appropriate level of Permit Technician staffing among each division.
3. Provides informed and skilled technical assistance and advice to architects, engineers, contractors, and homeowners on matters pertaining to building plans, zoning regulations, construction methods, materials, procedures, and building codes.
4. Inspects residential, commercial, and industrial buildings and structures to determine compliance with the structural, energy, accessibility, mechanical, plumbing, and electrical codes and approved plans and calculations.
5. Identifies and enforces a variety of codes, ordinances, and standards for conformance with approved construction plans and specifications.

### How To Apply

Complete application materials (**City Application form, Cover letter, Resume, and copies of relevant degrees, licenses & certifications**) will be accepted until **5:00 p.m., (Insert Date)**. Download application form or apply in person:

City of Culver City  
Human Resources Department  
9770 Culver Blvd.  
Culver City, CA 90232  
(310) 253-5651  
[www.culvercity.org/jobs](http://www.culvercity.org/jobs)

Individuals whose application materials are incomplete may not receive full consideration for the position.

### Community Development Department Building Safety Division

The Community Development Department is responsible for guiding, monitoring, and facilitating development within Culver City according to adopted plans. The six divisions that make up the Department each play a separate but mutually supporting role in community building.

The Building Safety Division's role is to enforce all building codes adopted by the City and the State of California for local jurisdictions. The division's staff includes: a Building Official, Building Inspectors, Permit Technicians, a Plan Check Engineer and administrative support staff.

## Examination Procedures

The examination will consist of two components and applicants must pass all examination components to be placed on the eligible list:

- WRITTEN EXERCISE to determine technical knowledge and writing skills weighted at 50%.
- APPRAISAL INTERVIEW to evaluate personal qualities and experience weighted at 50%.



The *tentatively scheduled examination dates* are: the week of \_\_\_\_\_ for the Written Exercise, and the week of \_\_\_\_\_ for the Appraisal Interview.

## Minimum Requirements

### Education and Experience

Any combination equivalent to training and experience that could likely provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

high school diploma or equivalent and a minimum of four years of experience as a Building Inspector. AA/AS is desirable.

A minimum of one (1) year experience coordinating or providing technical or general supervision to others is required.

### License and Certificates

- Possession of a valid California Class C driver's license.
- Possession of a Building Inspection Certificate issued by International Code Council (ICC) is desirable.



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## Benefits Package

Following is a summary of items included in the Management Benefit package. Please see the Memorandum of Understanding for a complete review of the benefits provided.

- 9/80 work schedule.
- Deferred Compensation Plan. The City contributes **\$160.00** per pay period on behalf of employees that contribute a minimum of **\$76.25** per pay period.
- Wellness program: **\$500** annually.
- Tuition reimbursement program.
- Education Incentive: Up to **\$4,800** annually.
- Health benefits include a choice of health, dental, vision, and life insurance plans for employees and eligible dependents. Some employee contribution may be required.
- **\$50,000** term life insurance for employee.
- Membership in CalPERS (Public Employees Retirement System) retirement plan.
- Social security participation.
- Leave programs, include:
  - *Sick Leave*: 104 hours annually.
  - *Vacation & Management Leave*: 80 hours annually (for first four years) & 76 hours annually.
  - *Holidays*: 8 paid holidays per year.
  - *Personal/Holiday Leave*: 40 hours per fiscal year - unused hours may be cashed or deposited to deferred compensation account.

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