



## NEW POSTING – Revised Qualifications

THE CITY OF ROCKLIN ANNOUNCES AN  
OPENING FOR:

# BUILDING DIVISION SUPERVISOR

[APPLY HERE](#)

*The Vision Statement of the City of Rocklin is to become a city that provides its citizens with exceptional quality of life while maintaining its small town sense of community.*



**Application Deadline:  
Open Until Filled**

### CAREER OPPORTUNITY

The City of Rocklin is looking for a Building Division Supervisor for the Economic and Community Development Department to provide supervision over assigned building inspection staff; assist in administrative duties of the division; perform complex combination inspections of residential, commercial and industrial building sites to enforce all applicable laws and codes; perform plan checking on a variety of construction and modification projects; provide a variety of information to property owners, developers, architects, engineers and contractors; and perform related work as required.

This is the advanced journey, supervisory level class in the building inspection class series. Incumbents direct the work of building staff while personally performing the more complex, difficult or controversial work. The incumbent operates with considerable autonomy and is expected to perform duties and make decisions with a high degree of independence. The class is distinguished from the Building Plans Examiner and Building Inspector II positions in that the latter positions perform routine plan reviews and/or inspections and do not supervise staff.



## COMMUNITY

Located in South Placer County at the intersection of Interstate 80 and State Highway 65, the City of Rocklin is a thriving community of 60,351 residents located at the base of the Sierra Nevada Mountains. Rocklin is a preferred location for business and living because of its convenient location, excellent schools, diverse mix of housing, abundant parks and recreational opportunities, and the highest commitment to public safety.

Rocklin's outstanding educational systems includes Rocklin Unified, one of the top-ranked unified school districts in the state, as well as Sierra College, ranked first in Northern California for transfers to 4-year universities and William Jessup University, a fast-growing private, 4-year university. In addition to vibrant retail centers, Rocklin has a diverse range of business types including finance, insurance, health care, technology, engineering and utilities. Businesses choose to make their home in Rocklin because of our strong demographics, low business license fees and a great quality of life that appeals to employers and their employees.

## ORGANIZATION

The City of Rocklin is a General Law City and operates under the Council/Manager form of government. Five Council Members are elected at large for four-year terms. Each year, the Council elects the Mayor and Vice-mayor from within their ranks. The City Council appoints the City Manager. Management staff from all departments work closely together to ensure stable growth and ongoing quality of life within the community. The City Council consistently supports public safety goals and efforts to maintain one of the safest communities in the State.

The City prides itself as having friendly people, small town charm, as well as tree lined and safe, thriving neighborhoods. City staff work closely with residents and businesses to provide the best municipal services possible.



## SALARY AND BENEFITS

### ■ Salary Range

\$72,810 - \$92,927 per year

### ■ Medical

The City pays \$1,093 and the employee pays the difference. A variety of plans are offered through CalPERS.

### ■ Dental and Vision

City-paid for employee and dependents

### ■ Leave Accruals

Sick Leave: 12 sick days per year

Vacation: 15 vacation days first year, progresses up to 27 days based upon years of service

Holidays: 10 paid holidays per year

### ■ Retirement-CalPERS (in accordance with Public Employees' Retirement Law)

2% @ 62 PEPRAs employees: Hired on or after January 1, 2013 with no prior membership with a California public retirement system or not eligible for reciprocity.

2% @ 55 Classic employees: Current CalPERS members without a break of service of more than 180 days.

Retirement Medical Plan

### ■ Deferred Compensation

Rocklin offers optional programs for employee participation (457 plans).

### ■ Life Insurance

City-paid \$50,000 life insurance

[Click here to view Benefits Summary](#)

## EMPLOYMENT STANDARDS

### Knowledge of:

- Principles, practices and methods of structural and building plan review
- Practices for documenting plan checking procedures, correcting discrepancies and carrying through on court procedures
- Construction methods, materials, tools and equipment used for residential, commercial and industrial construction
- Methods, materials, tools and safety practices of the building, plumbing, and electrical trades
- Applicable State and Federal building, plumbing, electrical, mechanical, fire, life safety, energy and related codes
- Legal processes and considerations involved in prosecuting violations of the building codes and ordinances
- Principles and practices of supervision, including work planning and assignment, review and evaluation, discipline, and the training of staff in work procedures
- Modern office practices, methods, and computer equipment/applications related to work
- English usage, grammar, spelling, vocabulary, and punctuation
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and property owners, contractors, developers, business owners and the public
- Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone
- Practices for documenting inspections, correcting violations and carrying through on court procedures
- Occupational hazards and standard safety practices necessary in the area of building inspection
- Mathematical principles including algebra, geometry, and trigonometry
- Principles and practices of records management

### Ability to:

- Plan, schedule, assign, and oversee activities of an efficient building inspection and plans review program
- Inspect new and existing commercial, industrial and residential properties for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, fire, life safety and other functional elements
- Interpret, apply and explain laws, regulations, ordinances, codes and departmental policies governing the construction and maintenance of buildings



## MINIMUM QUALIFICATIONS:

*Any combination of training and experience which would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:*

- Equivalent to the completion of the twelfth (12th) grade supplemented by a minimum of fifteen (15) units of technical or college-level courses in construction technology, building plans review, building inspection or a related field.
- Three (3) years of experience in building plans review and/or the enforcement of building codes with a public agency at a level equivalent to the City of Rocklin's class of Building Inspector II. This work must have included significant public contact and the exercise of investigative or inspection skills. Project leadership or supervisory experience is desirable.

## LICENSE REQUIREMENTS:

- A valid California Class C license or higher is required at the time of appointment. Individuals who do not meet this requirement will be reviewed on a case-by-case basis.
- Certificate as a Combination Inspector from the International Code Council is required at time of appointment.
- Certificate as a Building Plans Examiner from the International Code Council must be obtained within six (6) months of appointment.
- Certification from the California Access Specialists program (CASp) must be obtained within twelve (12) months of appointment.

## EMPLOYMENT STANDARDS (cont.)

### Ability to:

- Read, understand, and interpret construction plans, specifications, codes, and maps for conformance with City standards and policies
- Examine and correct building plans, calculations and specifications in a rapid, uniform and accurate manner
- Analyze, evaluate, and solve or recommend effective solutions to building and code problems and issues
- Provide clarification and guidance regarding the application of codes, regulations, and ordinances
- Evaluate legal violations and take appropriate action
- Inspect the work of others and maintain established quality control standards
- Train others in proper and safe work procedures
- Inspect new and existing commercial, industrial and residential properties for conformance to codes, regulations, plans, specifications and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, fire, life safety and other functional elements
- Detect and locate faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied
- Inspect assigned areas for a wide variety of maintenance, repair, and risk management issues
- Respond to complaints or inquiries from citizens, staff, and outside organizations
- Perform the entire range of combined building inspection and plans review activities with a minimum of supervision
- Prepare clear and concise reports, correspondence and other written materials
- Establish and maintain a variety of files and records
- Organize work, set priorities and meet critical time deadlines
- Operate modern office equipment, including computer equipment, perform electronic plan checks, and utilize software programs
- Use English effectively to communicate in person, over the telephone and in writing
- Use tact, initiative and independent judgment within established procedural guidelines
- Establish and maintain effective working relationships with those contacted in the course of work
- Prepare clear, effective and accurate reports, correspondence, specifications and other written materials
- Make accurate mathematic computations
- Represent the department and the City effectively in meetings with other departments, public and private organizations and individuals
- Make sound, independent decisions within established policy and procedural guidelines
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

## SUPPLEMENTAL QUESTIONNAIRE:

(Please limit your response to one page)

1. Do you have a certificate as a Combination Inspector from the International Code Council? If yes, attach your certificate.
2. After reviewing the minimum qualifications, describe how your education and experience qualifies you for this position.
3. Describe your experience performing plan checks on construction and modification projects.

## APPLICATION PROCESS

Applicants may apply [on-line](#) or by submitting a [hard copy employment application](#) to the Human Resources Office at the address below. Incomplete applications will not be accepted. Electronic submittals are preferred.

*City of Rocklin-Human Resources Office*

*City Hall, 2<sup>nd</sup> Floor*

*3970 Rocklin Road,*

*Rocklin, CA 95677*

*Telephone: (916) 625-5050 FAX: (916) 625-5099 Job Line (916) 625-5060*

## SELECTION PROCESS

Applications will be screened based on qualifications, and those applicants that best meet the needs of the City will be invited to participate in the next step in the City's selection process.

Offers of employment are conditional upon successful completion of a pre-employment physical examination, and fingerprint clearance. All applicants will be notified by e-mail following application review.

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[\*\*APPLY HERE\*\*](#)

The City of Rocklin is an equal opportunity employer.  
If you possess any disabling limitation that would require test/interview accommodation, please inform the Human Resources Division upon submittal of the application.