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Job Title	COMBINATION BUILDING INSPECTOR AIDE I-II
Closing Date/Time	Friday, May 26, 2023 at 4:30 PM
Salary	\$1,677.04–\$- \$2,496.08 Bi-Weekly
Job Type	Classified - Full-Time, Permanent
Location	Long Beach, California
Department	Multiple Departments - (CL)

Applications are available online beginning Friday, May 12, 2023 through 4:30 pm, Friday, May 26, 2023.

SALARY INFORMATION:

Grade I - \$1,677.04 - \$2,291.20 Bi-Weekly

Grade II - \$1,829.12 - \$2,496.08 Bi-Weekly

EXAMPLES OF DUTIES: Under supervision, conducts inspections and investigations of single and multi-family dwellings and minor commercial and industrial buildings to ensure compliance with State, and Municipal code requirements pertaining to building construction, property maintenance, etc.; reviews plans of routine building, plumbing, electrical, and mechanical facilities for compliance with code regulations; initiates construction or installation changes to meet code requirements; issues citations and notices of violation and works with residents and property and business owners to correct violations; enters inspection data, uploads pictures into INFOR/Hansen Land Management System; obtains evidence and compiles data for legal proceedings involving code violations; explains, interprets, and makes presentations of ordinances, codes, laws, rules and regulations to residents, property owners, businesses and the general public; makes referrals to appropriate City departments; and performs other related duties as required.

REQUIREMENTS TO FILE:

Candidates must meet one (1) of the following options:

Option A: Completion of nine (9) or more college semester units or their equivalent in Building Inspection, Technology, Engineering or Architecture, Code Enforcement, Fire Science Technology, Biology, Environmental Health, or related field (**proof required**).

*A current International Code Council (ICC) certificate may be substituted for three (3) college semester units per certificate (proof required).

OR

Option B: One (1) year of paid, full-time equivalent experience making inspections to ensure compliance with and/or primary responsibility for issuing permits in compliance with various codes and regulations pertaining to building construction, zoning, business licenses, fire prevention, housing rehabilitation, property maintenance, and other nuisance issues;

OR

Option C: One (1) year of paid, full-time equivalent experience in carpentry, plumbing, electrical, or mechanical work under the immediate supervision of a journeyman.

***Proof of required documents, such as certifications, degree or transcripts, must be uploaded to the online application at the time of filing. Any proofs submitted must contain either the applicant's name or**

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other identifying characteristic on the form. Degrees must indicate the field of study and transcripts must indicate field of study and degree conferred date. Candidates who possess degrees from colleges or universities from outside the United States must attach proof of educational equivalence at the time of filing.

Knowledge, Skills, and Abilities:

Candidates must possess all the following:

- Ability to communicate both verbally and in writing with employees, the public, and members of various organizations and outside agencies;
- Ability to interact with persons of diverse ethnic, social and economic backgrounds;
- Ability to perform routine arithmetic calculations; and
- Ability to operate a computer.

Willingness to occasionally work evenings, weekends and holidays.

A valid driver's license must be submitted to the hiring department at the time of the selection.

DESIRABLE QUALIFICATIONS: A current California Residential Building Inspector certification issued by the International Code Council (ICC), certification with the California Association of Code Enforcement Officer (CACEO) and bilingual skills in Spanish, Tagalog and/or Khmer for some positions.

EXAMINATION WEIGHTS:

Application and Supplemental Application.....	Qualifying
Occupational Appraisal Interview.....	100%

A minimum rating of 70 must be attained in order to pass the examination. Certification by score bands will be considered based on analysis of exam results. The resulting eligible list will remain in effect for at least one year. Screening of applicants will be conducted on the basis of application and required supplemental application submitted. Only those candidates showing the strongest backgrounds on the basis of comparative analysis will be invited to the examination process. Based on the number of applications accepted, the selection procedure may be changed. In the event a revision is necessary, the affected persons will be notified.

In accordance with Civil Service Procedure 3.38, all eligible veterans that successfully qualify on any or all open-competitive examinations shall receive an additional credit of ten (10) points that will be added to their original passing score. Disabled veterans passing the examination shall receive a credit of fifteen (15) points that will be added to their original passing score. (A copy of the veteran's DD-214, Member 4 form indicating honorable discharge must be attached to the application at the time of filing.)

If you have not received notification within two weeks after close filing, please contact the Civil Service Department at (562) 570-6202.

In support of the City's Language Access Policy, bilingual skills (Spanish, Khmer, and/or Tagalog) are desirable for some positions interacting with the public.

The City of Long Beach is committed to creating a workplace where every employee is valued for who they are. Having our workforce reflect the diversity of our community at various levels of the organization is a

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continuous goal embraced by our departments, management staff, and policymakers. To support efforts of fairness and diversity, City Leadership is committed to incorporating equity and inclusion into our work by supporting staff and community partners. We are committed to promoting transparency by publishing updated demographic information for employees, including workforce diversity data and pay by race and gender.



This information is available in an alternative format by request at (562) 570-6202. If special accommodation is desired, please contact the Civil Service Department two (2) business days prior to the test at (562) 570-6202. For the hearing impaired, call (562) 570-6638.

An Equal Opportunity Employer.