

STANDARD JOB OPPORTUNITY TEMPLATE

eRPA #	1155	
Position Number	401-835-8959-012 PS 1597	
Class Code	8959	
Classification	District Representative I	
Working Title	Building Inspector	
Hiring Manager	David Dance	
Personnel Coordinator		
Tenure/ Time Base	Permanent/Full Time	
Location	Northern Area Office/Napa and Solano County	
# of positions	1	
Training and Development	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Cover Letter	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Resume:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
SOQ:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Screeener:	HR <input checked="" type="checkbox"/>	Program <input type="checkbox"/>
Interview Panel:	TBD	
Additional Information		

Desirables:

- Knowledge of uniform model codes and Department regulations
- Strong technical and construction background
- Ability to use good judgement
- Ability to work well with fellow employees and the general public and work independently
- Good communication and organizational skills
- Willingness to travel throughout the State during emergencies
- A working knowledge of personal computers and the MS Office program

Special Requirements:

- Must pass a physical examination as a condition of employment
- Most possess and maintain a valid California Driver’s License
- Must be able to climb roofs, crawls on hands and knees under homes, climb ladders, bend, stoop, and walk and drive for extended periods of time. When in the office the supervisor will be required to spend an extensive amount of time (up to 6 hours a day) sitting and using a computer.

Statement of Qualifications:

- N/A

Outside Advertising:

- LinkedIn
- CSLB

Screening Criteria:

- Experience in the Mobilehome industry is highly desirable, especially as an installer or alteration/repair contractor
- General construction experience, especially residential building
- Construction code enforcement or inspection
- Knowledge of CA Building Standards Code and HCD Regulations
- Strong report writing and communication skills

Interview Questions:

1. Please explain why you feel you are the most qualified applicant for this position.
2. As a DR I, many of your inspection assignments will be sent to you via email: Inspection reports, weekly and monthly timesheets, and travel expense claims are completed using a laptop; inspection activities often require photographs of the project or violation be included in inspection reports and then transmitted to the office electronically. These tasks require familiarity with several different computer programs.
 - What experience do you have with using personal computer and what programs are you familiar with?
3. You are inspecting a new gas water heater installation. What would your inspection consist of?
4. You have planned your day of inspections and contacted each applicant to let them know when you would be there to conduct the inspection. Midway through your morning inspections, you receive a call from your supervisor who asks you to pick up a complaint investigation at 1:30 that afternoon for another District Representative who could not keep their appointment they made several days earlier. Due to the travel involved and the amount of time it will take to conduct the complaint investigation, you will have to reschedule the rest of your day.
 - What would you say to your supervisor
5. Occasionally, due to shifting workloads, you may be assigned to work outside of your area. In doing so you may encounter contractors who tell you that the regular inspector always allows certain things that you have turned down.
 - What would your response be?

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6. DRs typically are responsible for very large workloads; therefore organization and efficiency are critical to their success. Describe any experience you have had dealing with similar circumstances such as project scheduling and prioritizing.
7. Working with people from different background or cultures can present challenges. Describe a time where difference in background made communication challenging. How did you handle this situation?