



City of Laguna Woods

24264 El Toro Road, Laguna Woods, CA 92637

(949) 639-0500

www.lagunawoods.gov

JOB ANNOUNCEMENT

BUILDING INSPECTOR

(FULL-TIME; NON-EXEMPT AND AT-WILL)

\$80,579.20 - \$112,819.20 annually, plus a monthly benefit allowance,
monthly technology allowance, and other benefits

Appointment is anticipated at or below \$96,699.20 annually, depending on qualifications.

About the City of Laguna Woods

The City of Laguna Woods occupies approximately three square miles of land that was once a part of South Orange County's expansive Moulton Ranch. Prior to the 1960s, dry farming and cattle grazing dominated the area, with a few scattered ranch dwellings and barns.

On March 24, 1999, the City of Laguna Woods was incorporated as Orange County's 32nd city. It is a general law city with a Council-Manager form of government and 18.25 full-time equivalent employees. In addition to being one of California's safest and fiscally healthiest cities, the City of Laguna Woods is unique in that the average age of its 17,644 residents is greater than 75.

The City of Laguna Woods is located just over one mile from Laguna Canyon and approximately five miles from the Pacific Ocean. It is bordered by the cities of Aliso Viejo, Laguna Beach, and Laguna Hills, as well as the Laguna Coast Wilderness Park and other protected open space areas.

More information about the City of Laguna Woods is available on the [City's website](http://www.lagunawoods.gov).

About the Position

The City of Laguna Woods is currently recruiting for one full-time Building Inspector to join its Building Division. The Building Division includes one Building Official, three Building Inspectors, and two Permit Technicians. Building inspections are offered in two “windows” – 8 a.m. to Noon (mornings) and Noon to 5 p.m. (afternoons).

Under general supervision of the Building Official, Building Inspectors perform technical inspections to enforce the California Building Standards Code and standards, laws, regulations, and policies governing building/structure design, alteration, construction, and maintenance. Building Inspectors also provide technical assistance to property owners, property occupants, contractors, and other parties, and perform administrative and clerical services.

Building Inspectors typically work 7:00 a.m. to 3:30 p.m., Monday through Friday, with a one hour lunch break. Work schedules and hours will vary based on the City’s needs and include some early mornings, evenings, weekends, and holidays. Building Inspectors may also be required to be on-call to address unexpected and emergency needs.

Essential duties are further described in the [Building Inspector job classification](#).

Education and Experience

Any combination of education and experience that provides the knowledge, skills, and abilities necessary for this position is qualifying. A typical way of obtaining the required qualifications is to possess a high school diploma (or equivalent) and two years of fulltime work experience as a building inspector in the State of California.

Prior experience as a licensed general contractor or building plans examiner in the State of California may be substituted for building inspector work experience. Prior experience using Tyler Technologies’ Enterprise Permitting and Licensing Software (formerly Energov) and ERP Financial Management Pro (formerly Incode) are highly desirable.

Required Licenses and Certifications

Must possess and maintain valid Building Inspector or Combination Inspector certification from the International Code Council (“ICC”). Additional ICC certifications are highly desirable.

Must possess and maintain a valid Class C California Driver’s License and must qualify for and maintain insurability under the City’s vehicle insurance policies, as may change from time to time. This position involves the regular performance of duties and travel that require operation of a City of Laguna Woods-owned vehicle. Use of a personal vehicle may also be required.

Must possess and maintain valid first aid (adult, child, and infant), cardiopulmonary resuscitation

("CPR"), and automated external defibrillator ("AED") certification. Employees who do not possess certification prior to their date of hire must obtain certification within six months of their date of hire.

Compensation Summary

- COMPENSATION RANGE
\$38.74 - \$54.24 per hour
\$80,579.20 - \$112,819.20 annually
- TECHNOLOGY ALLOWANCE
This position is eligible for a \$79.50 per month (\$954.00 annually) technology allowance for the use of personal cellular telephones, personal computers, and/or other personal technology to conduct City of Laguna Woods business. Technology allowances are added to employee compensation and paid in the first pay period of each month, subject to any applicable wage withholding or similar taxes. Employees must be in paid status on regularly scheduled workdays during the first pay period of each month in order to receive payment.
- All compensation is subject to change.

Benefits Summary

- CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM ("CalPERS")
Full-time employees are enrolled in either a "classic" (2% at 55) or "new/PEPRA" (2% at 62) CalPERS retirement program based on eligibility. Classic members pay a 7% employee contribution from salary. New/PEPRA members pay employee contributions from salary at rates established by CalPERS (8% for Fiscal Year 2026-27), as may change from time to time.
- SOCIAL SECURITY AND MEDICARE
Full-time employees pay a combined 7.65% from salary toward Social Security and Medicare, as may change from time to time. These contributions are in addition to the employee contributions for CalPERS retirement.
- MONTHLY BENEFIT ALLOWANCE
Full-time employees receive a monthly benefit allowance that can be applied toward health, dental, and/or vision insurance, as well as health and/or dependent care flexible spending accounts up to legal maximums. The monthly benefit allowance is \$1,500 per month. Health, dental, and vision insurance coverage begins the month following hire date.
- DEFERRED COMPENSATION
Full-time employees may contribute a portion of their salary to the City of Laguna Woods' MissionSquare Retirement (formerly ICMA-RC) 457 Deferred Compensation Plan. The City of Laguna Woods does not provide an employer match.

- PAID TIME OFF
Full-time employees earn 160 hours (20 days) of paid time off per calendar year, on a per pay period basis. Paid time off may be used for vacation, sick leave, or other purposes and accrued up to a maximum of 480 hours (60 days).
- PAID HOLIDAYS
Full-time employees receive [10 single-day paid holidays plus an extended paid winter holiday](#) each calendar year.
- FLOATING HOLIDAYS
Full-time employees receive two floating holidays per calendar year that must be used during the same calendar year. Floating holidays are earned during the first pay period of each calendar year.
- PAID BEREAVEMENT LEAVE
Full-time employees are eligible for up to 40 hours of paid bereavement leave per 12-month period. Paid bereavement leave may be used after qualifying deaths or reproductive loss events.
- PAID COURT LEAVE
Full-time employees are eligible for up to 80 hours of paid court leave per 12-month period. Paid court leave may be used when called to serve on a jury, appear as a witness in court other than as a litigant, or for other qualifying purposes.
- EMPLOYEE ASSISTANCE PROGRAM ("EAP")
Full-time employees may obtain voluntary, confidential assistance in working through various life challenges that may adversely affect job performance, health, and personal well-being through Aetna Resources for Living. The EAP is offered free of charge.
- EDUCATIONAL ASSISTANCE PROGRAM ("EdAP")
After six months of employment, this position is eligible to receive nontaxable reimbursement for qualifying tuition, textbooks, and other educational expenses. The EdAP currently provides for a maximum reimbursement of up to \$1,050 per calendar year for employees with less than two years of employment with the City of Laguna Woods.
- TELECOMMUTING
This position is not eligible for telecommuting.
- OVERTIME
This position is not exempt under the Fair Labor Standards Act and is eligible for overtime pay.
- All benefits are subject to change.

How to Apply

This position is **OPEN UNTIL FILLED**. Please apply immediately.

To apply for this position, please email, mail, or hand-deliver a completed City of Laguna Woods employment application and resume to:

cityhall@lagunawoods.gov

OR

City of Laguna Woods
Attn: Human Resources
24264 El Toro Road
Laguna Woods, CA 92637

The City of Laguna Woods employment application, job classification, and benefits resolution are available on the City's website (www.lagunawoods.gov/jobs) and at Laguna Woods City Hall.

The City of Laguna Woods is an Equal Employment Opportunity employer and does not discriminate on the basis of any legally protected category [race (including, but not limited to, traits historically associated with race such as hair texture and protective hairstyles), color, religion (including, but not limited to, religious dress and grooming practices), sex/gender (including, but not limited to, pregnancy, childbirth, breastfeeding, and related medical conditions), gender identity, gender expression, sexual orientation, marital status, medical condition (including, but not limited to, genetic characteristics and cancer or a record or history of cancer), military or veteran status, national origin (including, but not limited to, language use and possession of a driver's license issued to persons unable to provide their presence in the United States is authorized under federal law), ancestry, disability (including, but not limited to, mental and physical disabilities such as cancer, genetic characteristics, and human immunodeficiency virus (HIV)/ acquired immunodeficiency syndrome (AIDS)), genetic information, age over 40 years, or any other basis protected by applicable federal, state, or local law, including association with individuals with one or more of these protected characteristics or perception that an individual has one or more of these protected characteristics].

The City of Laguna Woods provides employment rights and non-discrimination on the basis of disability as established in the Americans with Disabilities Act. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of any job classification.