Final Draft
Job Description

Building Inspector/ CODE OFFICER

Department:
Community Development

FLSA Status: **Nonexempt**

Reports to:
Community Development Director

Review Date: August 2008

The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.

General Position Summary: Under general direction, the Building Inspector is responsible for plan checking, issuance of building permits, and building construction inspection services and activities; Coordinating assigned activities with other departments, and outside agencies. The Building Inspector assists property owners and contractors to comply with building and zoning requirements by answering questions; is the City Code Enforcement Officer as designated by the Community Development Director.

Essential Functions/Major Responsibilities:

- Reviews plans for residential and commercial development; issues or denies permits as appropriate; maintains files for permits and plans as determined by State and local law
- Determines and assesses appropriate permit fees for building, plumbing and mechanical systems
- Conducts field inspections of new and remodel, residential and commercial construction for approvals or to issue corrective notices; prepares appropriate correspondence
- Receives inspection requests and complaints concerning code violations; identifies and documents building violations; prepares and issues notices to

comply, follows up on all corrective action by reviewing and re-inspecting construction sites to assure corrections have been made.

- Enforces zoning ordinances, including nuisance complaints, Uniform Housing Codes and Uniform Code for Abatement of Dangerous Buildings
- Conducts Right-of-Way and Utility construction inspections
- Conducts inspections for City Business License applicants relative to life and safety issues
- Refers building, zoning, fire code, and other violations to appropriate City of regional offices and clears records or refers case legal action as appropriate
- Issues notice of corrections for non-compliance issues
- Issues citations for non-compliance issues
- Provides direct input on ordinances/resolutions adoption and provides direct input for ordinance updates
- Answers questions from public, contractors, property owners, etc. (in person and on telephone) regarding zoning/construction issues; interprets building codes

Secondary Functions:

- Conducts inspection of sewer and water installations
- Responds to citizen complaints (regarding noise, parking, animal issues, etc.)
- Assists safety officer in securing buildings
- Participates in the emergency management response team
- Other tasks as assigned

Job Scope: The Building Inspector job involves recurring work situations with occasional variations from the norm and a moderate degree of complexity. The Building Inspector works from established procedures with little to no direct supervision and some regular work verification. Errors in work could lead to a slow down in the inspection process, possible law suites and/or personal injury.

Supervisory Responsibility: The job has no formal supervisory responsibility. Incumbents may provide training and guidance to new or lesser-experienced employees.

Interpersonal Contacts: Are made both within the community development department and with individuals not employed by the City. Communication may contain confidential or sensitive material.

- Internal: 20%
- External: 80%

- In person: 60%
- Email: 20%
- Phone: 20%

Specific Job Skills:

- Extensive knowledge of local building codes and zoning ordinances
- Extensive knowledge of current building construction methods, materials, tools and equipment
- Knowledge of the corrective measures common to the field
- Knowledge of municipal government policies, regulations and practices

- Knowledge of residential/commercial construction standard practices, stages and procedures
- Basic knowledge of Microsoft Word Office Suite, including email
- Good technical writing skills
- Ability to read, speak and write English
- Ability to perform advanced math (analysis, statistics, data manipulation)
- Ability to use independent judgment, use discretion
- Ability to deal with the general public, elected officials and other agency personnel in person and on the phone in a professional, objective manner
- Ability to accurately apply building codes
- Ability to be a resource regarding building codes to the City Administration, City Council and Planning Commission
- Ability to read, understand and explain blueprints, engineering specifications, codes and regulations
- Ability to research and provide explanation of codes in technical reports and /or to project owners
- Ability to maintain detailed records
- Ability to use a key board
- Ability to conduct physical inspections of property including in tight spaces and heights
- Ability to lift 20 – 40 pounds

Education and/or Experience:

- High School diploma
- Eight years experience in the construction trades including a minimum of one year as a municipal building inspector
- Certification as an International Code Inspector
- Valid Washington State drivers license

Job Conditions: Work environment can vary from a normal office environment to field work where there is possible exposure to noise, dust, mold, heights, enclosed tight spaces and temperature changes. Work generally occurs during normal business hours. Job does require on-call status on a regular basis.

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First Level Supervisory Approval

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Second Level Approval