

CITY OF ORTING

JOB DESCRIPTION

JOB TITLE: Building Inspector I
JOB CODE: 580

DEPARTMENT: Building

REPORTS TO: Building Official

EFFECTIVE DATE: 01/02/18

PAY RANGE: \$25.86- \$31.84

CLOSING DATE: 01/23/18

This is a full-time position. The Building Inspector is not a Civil Service employee, and union membership is required. It is not anticipated that he/she will be required to attend meetings during other than normal work hours; however, the employee in this position may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Major Function and Purpose

The Building Inspector is primarily responsible for ensuring that minimum safety standards are met for all structures within the city. This is accomplished through the enforcement of municipal and uniform building codes. Persons in this position must be able to make accurate and impartial interpretations of the codes, and then communicate them clearly to the public. The Building Inspector I performs a variety of specialized office duties to support the activities and efficient operation of the Building Department.

General Function

The Building Inspector performs a variety of specific and non-specific duties and responsibilities to accommodate growth within the City. He/she is responsible for interpretation of various codes and provides alternatives to bring a structure into conformity with applicable codes. The Building Inspector I acts as a permit coordinator.

Supervision Responsibilities

This position has no supervisory responsibilities

Job Duties and Responsibilities

The job duties and responsibilities represented in this job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job-related duties requested by a supervisor.

This job description reflects general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

- Reviews construction applications and plans to verify code compliance
- Accepts and routes building permit applications, calculates construction value and enters permit information into the building permits software program
- Provides information to the public pertaining to the building permit process, answers questions related to status of building permit applications and contacts applicants when permits are ready for issuance.
- Issues permits for new construction, and for remodeling projects on existing structures
- Conducts physical inspections of various construction projects at each phase of completion to ensure compliance with applicable codes and minimum safety standards, including side sewer water hook up and storm drainage inspections
- Answers questions and provides code interpretations as requested
- Investigates complaints and/or inspects existing structures to ensure that minimum standards of safety and maintenance are met
- Investigates nuisance complaints and enforces local laws where a nuisance is found to exist
- Issues notices to correct compliance deficiencies
- Coordinates with all involved parties during ongoing construction projects
- Prepares monthly and quarterly reports to inform various state and local agencies of building activity
- Prepares monthly report for City Council regarding building construction activity and revenue projection
- Remains up-to-date on all code changes through continuing education
- Maintains records of construction activity and trends
- Assists the Fire District as necessary in eliminating potential fire hazards within existing structures
- Develops and revises procedural criteria for issuing construction permits
- Reviews plans of proposed buildings or modifications for compliance with applicable codes and regulations
- Assures that applicants are properly qualified
- Makes on-site inspections
- Approves or rejects work and makes recommendations of appropriate changes to assure compliance
- Investigates and enforces zoning compliance issues
- Requests assistance from Police Department, as necessary, to issue citations for non-compliance issues
- Enforces state Environmental Protection Act and other state and federal regulations as assigned, including compliance with the Americans With Disabilities Act of 1990
- Performs a variety of other miscellaneous tasks for to facilitate Building Department functions, such as posting permits and stop work orders

Knowledge, Skills and Abilities

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- Ability to produce written reports
- Knowledge of various uniform codes
- Ability to physically inspect structures that are in various stages of construction
- Excellent communication skills and the ability to deal tactfully with the public.
- A fair and impartial sense of judgment
- Knowledge in the interpretation of code books, construction blueprints, and technical specifications

Working Conditions

Work is performed indoors and outdoors. Employee may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. This employee may be required to wear protective clothing or equipment in the performance of duties. The Building Inspector is exposed to other hazards, as well. Among the hazards encountered are dampness, direct sunlight, dust, pollen, machinery or its moving parts, or various construction-related chemicals. Hazardous areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic, and specialized equipment. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats, and/or other protective equipment.

Contacts and Relationships

The Building Inspector will have extensive contact with citizens of the community, planning groups and agencies, and contractors and, as such, is expected to be professionally mannered. In the course of completing the required job duties, the individual in this position will have a variety of contacts in person, via telephone, or through correspondence which are primarily to provide or collect information. However, virtually all of these professional contacts involve the coordination of projects or activities, and a substantial number of contacts are to solve problems. Each of these activities are to be documented and filed.

Physical Requirements

The Building Inspector must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, and to work in and on structures under construction. Job requirements may include the ability to climb, bend, and work in tight or confined areas. In addition, close vision, color vision, depth perception, and far vision are essential to performance of the position. Corrective lenses may be utilized. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of a danger or hazard.

Recruiting Requirements

- High school education or equivalent
- Knowledge of uniform codes, as well as local codes
- Valid Washington State Driver's License
- International Residential Certification
- Minimum 1 year experience as a building inspector
- Ability to read blueprints
- Demonstrated ability to interact professionally with others

Experience and Training

Any combination of experience and training that provides the desired skills, knowledge and abilities.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and requirements of the job change.