



Building Inspector

Department:	Development Services – Building	Pay Grade:	NE-11*
Bargaining Unit:	AFSCME Council 2	FLSA Status:	Non-Exempt
Revised Date:	06/19/2018	Reports To:	Building Official

POSITION PURPOSE: Under general supervision, performs inspections on residential, multi-family, commercial and industrial building in the process of construction, alteration, or repair to verify compliance with approved plans and specifications for compliance to the Building, Plumbing, Mechanical and supplemental Codes as adopted by the City.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Enforces provisions of the building construction codes adopted by the City.
- Performs independent field inspections to examine and evaluate residential, multifamily, and commercial construction to verify compliance with approved plans and specifications.
- Ensures compliance to the Building, Mechanical and Plumbing Code, Washington Administrative Code (WAC) amendments and Washington State Energy Code.
- Coordinates inspections with the public and with other City Departments.
- Performs structural and non-structural plan review for residential buildings to ensure that construction plans comply to the Building, Plumbing and Mechanical Codes, WAC (State) Amendments, Washington State Energy Code, Edmonds Development Code and applicable ordinances.
- Maintains daily inspection records of construction progress, special inspections, field reports, approved plan revisions, etc. Maintains enforcement inspection records and prepare reports concerning code violations or inspection results in preparing cases for legal action. As directed by the Building Official, issues stop work correction notices for code violations; notifies Building Official regarding non-compliance.
- Assists the public by phone and in the office on code questions, review of approved building plans and permit applications; accepts permit applications as needed; reviews and approves revisions to permitted plans and provides assistance and information to the public regarding required plan revisions.

Required Knowledge of:

- International Building, Mechanical, Uniform Plumbing and Supplemental Codes.
- WAC State Amendments to Codes and State Energy Codes.
- Edmonds Community Development Code and applicable City ordinances.
- Field inspection methods, procedures, and techniques.
- Operation of a computer and applicable software.
- Working knowledge of the methods, materials, components of building construction materials and the techniques for new construction, repairs, and alterations.

JOB DESCRIPTION

Building Inspector

- Principles of customer service and public relations.
- Research methods and report presentation.
- Structure, organization and interrelationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- Effective oral and written communication principles and practices to include public relations.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.

Required Skill in:

- Performing accurate and complete field inspections of various types of structures under construction or alteration.
- Reading plans, blueprints, specifications, drawings, and other approved permit documents.
- Resolving complaints satisfactorily while remaining in compliance with appropriate code and regulations.
- Applying correct processes and procedures when reviewing business license applications.
- Compiling and gathering information and producing a variety of required reports.
- Interpreting and applying federal, state, and local policies, laws and regulations related to area of responsibility.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing, including public relations.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree or two-year Technical Certificate in Building/Construction Technology, Planning, or related field; OR an equivalent combination of education, training and experience that will allow the incumbent to successfully perform the essential functions of the position.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

ICC certified Building Inspector within 90 days from date of hire.

Must be able to successfully complete and pass a background check.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and survey tools.
- Reading and understanding a variety of materials and conducting inspections.

JOB DESCRIPTION

Building Inspector

- Sitting, standing, or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending ladders and working on scaffolding.
- Walking or otherwise moving over rough or uneven surfaces.
- Kneeling, bending, crouching, and crawling, reaching overhead and above shoulders or otherwise positioning oneself to accomplish tasks.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Adverse weather conditions.
- Working in and around moving traffic.
- Noise from equipment operation.
- Regular exposure to fumes, dust, and odors.
- Working around and with machinery having moving parts.
- Contact with dissatisfied and/or angry individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____