Position Title: Building Inspector, Levels 1, 2, & 3

Reports to: Deputy Director/Chief Building Official

FLSA Status: Nonexempt

Date: December 2006

Department: CD & P

Positions Supervised:

**BASIC FUNCTION:** As limited or controlled by the position level, performs on-site inspections and prepares inspection reports indicating compliance or non-compliance with the approved plans and applicable codes. Ensures that documents are complete, accurate and comply with adopted construction codes and with applicable State and Local laws. Provides technical assistance and research relating to the County's adopted Construction Codes. Communicates with the public regarding permit processing and code requirements to assist building permit applicants. Facilitates communications for permit renewal and job progress. Under the technical guidance of the Plans Examiner and/or Chief Building Official, performs detailed analysis and examination of building construction designs, specifications and plans. Work is performed under the supervision of the Deputy Director/Chief Building Official and general direction of the Community Development and Planning Director.

**Level 1:**
1. Performs on site Inspections of 1 and 2 Family Residential projects under technical guidance from Building Inspectors Levels 2 or 3 and/or the Chief Building Official.
2. Performs limited 1 and 2 Family Residential plan reviews on an as needed basis, as assigned by and under technical guidance from the Plans Examiner and/or the Chief Building Official.

**Level 2:**
1. Performs on site Inspections of 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use projects under technical guidance from Building Inspector Level 3 and/or the Chief Building Official.
2. Provides technical guidance to Building Inspector – Level 1 employees.
3. Performs 1 and 2 Family Residential plan reviews on an as needed basis, as assigned by and under technical guidance from the Plans Examiner and/or the Chief Building Official.

**Level 3:**
1. Performs on site Inspections of 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use projects.
2. Provides technical guidance to Building Inspector – Level 1 & 2 employees.
3. Performs 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use plan reviews on an as needed basis as assigned by and under technical guidance from the Plans Examiner and/or the Chief Building Official.

**MINIMUM QUALIFICATIONS:**

1. **EDUCATION**
   
   **Levels 1, 2, & 3**
   
   Required:
Position Title: Building Inspector

2. EXPERIENCE

Level 1
Required:
4 years experience in the building trades

Level 2
Required:
4 years experience in the building trades, and
2 years of building inspector experience

Level 3
Required:
4 years experience in the building trades, and
4 years of building inspector experience

3. CERTIFICATIONS, LICENSES, REGISTRATIONS

Level 1
Required:
International Code Council (ICC) certifications as a Building Inspector, or
4 years experience working as a Building Inspector;

Level 2
Required:
ICC Certified as a Building Inspector, and
ICC Certified as a Mechanical Inspector, or
ICC or IAPMO Certified as a Plumbing Inspector

Level 3
Required:
ICC Certified as a Building Inspector, and
ICC Certified as a Mechanical Inspector, and
ICC or IAPMO Certified as a Plumbing Inspector

KNOWLEDGE AND ABILITIES: Must have a working knowledge of the adopted construction codes. Must be able to read and understand ordinances and construction documents including, but not limited to, construction plans, specifications, and engineering data and be able to perform basic structural calculations. Requires computer data entry and word processing skills, and the ability to learn computer programs relating to the field of construction and codes. Requires basic business language skills. Despite sometimes confrontational and adversarial situations, must be able to establish positive working relationships with property owners, professional architects, engineers, contractors, public officials, fellow employees, and the general public.

PRINCIPAL DUTIES – (Asterisk designates essential function):

*1. Inspect building construction projects to insure that each aspect of construction, alteration or repair is in compliance with all applicable codes, regulations, and building plans. Work with contractors, designers, engineers, architects, owner contractors and owner builders to assist in obtaining compliance with applicable construction codes during the construction process. Prepare written Inspection reports listing required corrections based on inspection of construction work or approval of construction work. Maintain a daily inspection log indicating the results of the inspections to assure compliance with applicable codes. Issue Stop Work Notice when appropriate.

*2. Provide technical assistance and research to persons inquiring about construction codes. Provide information to contractors, engineers, architects, property owners, business owners and the general public at the counter, on the telephone, and in the field regarding code requirements and the permit process.
Position Title: Building Inspector

3. Maintain records and reports associated with the permit process. Maintain computer database for Permit applications status and building inspection status. Provide information to the public as to the status of a permit application.

4. Calculate permit fees and submit documents for the processing of official permit cards. Telephone or send letters to owners with old permits to facilitate completion of construction or expire the permit.

5. Coordinate with Code Enforcement Officer and Fire Marshal to gain compliance with applicable codes and ordinances. Assist in investigation and resolution of citizen complaints which may involve improper workmanship or problems including health, safety, or public nuisances.

6. Review over-the-counter Mechanical and Plumbing permit applications. Check for duplications and accuracy. Insure associated building is approved for mechanical and/or plumbing installations.

7. Despite sometimes confrontational or adversarial situations, establish and maintain positive working relationships with property owner, professional architects, engineers, contractors, designers, the general public, managers, public officials, and fellow employees.

8. Efficiently and effectively manage, schedule and perform inspections within the scheduled work hours.

9. Interact with a variety of outside agencies and other departments to obtain information for projects.

10. Back-up for and assist other staff members as needed to accomplish County, Department, and Division objectives.

11. Under technical guidance of the Plans Examiner and/or Chief Building Official, review assigned permit application and construction documents for compliance with applicable codes. Work with contractors, designers, engineers, architects, owner contractors, and owner builders at the counter and in the office to insure the plans and specifications are in compliance with applicable construction codes. List and explain required elements of construction plans. Approve construction documents after review, submittal of revisions, if any, and a determination of their compliance with the adopted constructions codes. Coordinate the plan checking process with other departments and agencies.

12. Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

13. Other related duties as assigned.

PHYSICAL AND MENTAL REQUIREMENTS:
Requires frequent sitting, standing, and walking. Often requires crawling under buildings, climbing ladders, and walking on roofs. The employee is frequently required to lift objects weighing up to 25 lbs. This position frequently requires continuous hand and finger movement. Frequently requires visual acuity at 20 inches or less, and hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical problems. The position frequently requires patience and tact to deal with confrontational or adversarial situations. Requires ability to work alone and with others. Requires self-motivation, the ability to make decisions, good judgment, and initiative.

EQUIPMENT REQUIREMENTS:

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<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
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<td>Scale Rule, stamps</td>
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<td>Copy machine</td>
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WORKING CONDITIONS: Normal office environment including frequent travel to other islands in small airplanes and boats. Requires frequent driving on and off main roads with occasional need to scale steep narrow roads with 4-wheel drive. Also works outside, and frequently encounters the elements. This position requires exposure to construction sites and the safety issues attendant to such projects. At many job sites it is necessary for the employee to wear safety equipment such as a hard hat, safety vest, hearing protection, and/or rubber boots.