

# CITY OF BAINBRIDGE ISLAND

## Job Description



<b>Title:</b> Building Inspector/Plans Examiner	<b>JD:</b> 017
<b>Department:</b> Planning and Community Development	<b>Effective Date:</b> 3/1/99, revised 9/6/05, 5/5/11
<b>Reports To:</b> Building Official	<b>FLSA Status:</b> Non-exempt
<b>Supervises:</b> N/A	<b>Union Status:</b> Represented

### **SUMMARY:**

The Building Inspector/Plans Examiner performs plan reviews and inspection of commercial, residential, and public buildings to ensure compliance with adopted local municipal building codes. Responsibilities vary depending on building inspection scheduling and specialty factors, include reviewing plans for building code compliance and processing building permit applications, advising the general public on matters relating to construction and other code requirements, and providing technical information to architects, engineers, contractors, and other persons. Work is performed independently and may include coordinating efforts with colleagues or coaching other employees.

### **ESSENTIAL FUNCTIONS:**

Plans day-to-day and project assignments, attends meetings, and together with the Building Official and other colleagues, plans workloads and priorities.

Inspects buildings during construction to ensure compliance with adopted building codes and other applicable municipal codes and ordinances. This includes progressive, customized and other inspection procedures for commercial, residential and public buildings.

Coordinates and processes building permit applications.

Investigates complaints and performs inspections of existing buildings to determine if hazardous or illegal conditions exist relating to structures and their use.

Assists and advises design professionals, contractors, and the general public in matters relating to construction and code requirements; also helps order, prepare, and maintain reference center materials and public information brochures.

Reviews plans for non-structural code compliance including life-safety, conventional framing, plumbing and mechanical, energy, and accessibility.

Prepares letters and written reports; meets with design professionals, owners and contractors to review plans; issues notices to correct code violations, issues "stop work" notices and testifies in court regarding violations.

### **OTHER DUTIES AND RESPONSIBILITIES:**

Other duties and responsibilities include designated duties of the Building Official in the Building Officials absence, performing office and filing tasks, and helping train new employees.

This job description reflects general details necessary to describe the job's essential functions and the job's level of knowledge and skill typically required. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, such as working in other areas to cover absences or relief, to equalize peak work, or otherwise balance the workload.

**QUALIFICATIONS, SKILLS AND ABILITIES:**

Any combination of experience and training that provides the desired skills, knowledge, and abilities is qualifying. Graduation from high school, supplemented by continuing education and training in building design and engineering and three years' building inspection and construction experience is desired.

**Knowledge of:**

- Building materials and method of construction
- Building codes and building inspection application thereof
- Excellent speaking and writing skills

**Ability to:**

- Independently recognize, evaluate and properly resolve problems or situations requiring the exercise of good judgment
- Read and objectively interpret code requirements
- Read and interpret construction plans and specifications
- Maintain records and prepare written reports
- Deal with public effectively and professionally
- Function well in high stress or emergency situations
- Remain proficient on code revisions, new codes and update inspector skills and certifications

**REQUIRED LICENSING AND CERTIFICATION:**

- Valid Washington State driver's license
- Certification as a building inspector, a plumbing inspector, mechanical inspector, and plans examiner within 24 months of hire

**WORKING CONDITIONS:**

The regular work schedule is Monday through Friday, 8 am to 5 pm. Work is performed both indoors and outdoors. The incumbent may need to work in confined spaces and/or noisy work areas. Driving and field inspections in inclement weather is required. Field inspections may require the ability to stoop, bend, walk over rough ground, crawl and perform other such physical activities. Exposure to hazards is commonplace. Among the hazards encountered are dampness, direct sunlight, dust, pollen, pesticides, insecticides, insect stings, noxious odors, fumes or chemicals and smoke. Hazardous areas routinely encountered include open ditches, heavy machinery, construction materials, excessive noise, and vehicle traffic. Protective clothing is not generally required for completion of job requirements, however, a reflective vest and hard hat may be used in some situations.

**PHYSICAL REQUIREMENTS:**

The employee in this classification must have overall stamina and ability to perform moderate to strenuous physical activity. 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.

*Equal Opportunity Employer - Americans with Disabilities Act*

*The City of Bainbridge Island is an Equal Opportunity Employer.  
Women and Minorities Are Encouraged to Apply.*

*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.*

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

*This job description in no way implies that these are the only duties to be performed. The employee occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisors.*

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