

CITY OF AIRWAY HEIGHTS POSITION DESCRIPTION

TITLE: Building Inspector
DEPARTMENT: Building
REPORTS TO: Senior Building Inspector
SUPERVISES: None

NATURE OF WORK

This position performs a range of field and office duties including, customer service, technical assistance, field inspection, and minor plan review under the direction of the Senior Building Inspector. Performance of field inspections requires review of approved documents, proper interpretation and application of adopted codes, assisting with review and proposed material evaluations, verifying materials and special testing results to ensure compliance with the International Codes as well as other applicable city, state, and federal codes and standards. The duties are performed in office and field environments and may include exposure to adverse weather conditions.

ESSENTIAL DUTIES

- Performs field inspections of structural projects to assure compliance with applicable codes, standards, specifications and time schedules.
- Performs inspections on existing buildings for code violations; investigates hazardous or illegal conditions; documents violations and maintains records including inspection reports, correspondence with affected parties, and functions as a liaison with other departments or entities on compliance efforts to resolve the violation.
- A resource to contractors, general public, design professionals and other interested parties on matters relating to code requirements, construction practices, and permitting processes.
- Determines matters to be resolved independently or need referral to senior staff; responds to complaints or inquiries by telephone or in writing as directed.
- Prepares and produces varied correspondence, technical and statistical reports.

PERIPHERAL DUTIES

- Provides administrative support for permitting, including application processing, plan review, fee assessment and collection, and permit issuance.
- Schedules building inspections.
- Maintains and updates inspections records, project documentation and project files, updates permit and inspection tracking database.
- Operates a variety of standard office equipment including copiers, scanners, facsimile machines and computers to input and retrieve data, text, graphics, as well as perform research.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, procedures, materials, and standard practices of building construction.
- City, state, and federal code and development regulations, policies and procedures, protocols, and standards governing building field inspection.
- Principles of structural design, engineering mathematics, and records management.
- Office practices, procedures, and equipment.

Ability to:

- Communicate effectively, establish, and maintain working relationships with staff, general public, contractors, applicants, and other interested parties, including during difficult and sometimes adversarial circumstances.
- Understand and inspect all aspects of construction including engineering, structural reports and design, test data from special inspections, interpreting and applying codes and regulations, providing review and evaluation as well as preparation of applicable documentation.
- Read and interpret complex construction plans, blueprints, designs, maps, diagrams, and related documents, with the ability to identify deficiencies, code violations or deviations from the approved plans in the field.
- Provide recommendations regarding interpretations of city, state, and federal standards, ordinances, specifications, policies, and procedures.
- Plan, organize, and perform tasks, meeting established deadlines.
- Prepare reports and/or correspondence as required.
- Communicate clearly and concisely, both verbally and in writing.
- Maintain review, inspection, and enforcement records and findings, documents, correspondence, and related files and records.
- Work independently as well as collaborate with others to achieve positive outcomes.

Experience/Education:

- High school diploma or GED equivalent ; and
- Two (2) years of related construction experience; including at least one (1) year field inspection experience; or
- Equivalent combination of education, training, and experience that provides the knowledge, skills, and ability to perform the duties of this position.

Licenses/Certifications:

- Valid Washington State Motor Vehicle Operator's License and a driving record free from serious or frequent traffic violations.
- First Aid/CPR card.
- ICC Residential Building Inspector Certification preferred or to be obtained within 6 months of hire.

- Based on needs of the City, additional technical certifications may be required to be obtained.

PHYSICAL DEMANDS:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodations, which permits the employee to comprehend written work instructions, technical documents, review plans and diagrams, and move through unfamiliar buildings, climb ladders, crawl around and under buildings and ditches and across steep and/or rough terrain;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer and calculator;
- Sufficient body mobility, flexibility, and agility to work in an office environment that requires sitting for extended periods of time as well as perform field inspections at building sites in adverse weather conditions.

ORIGINATION DATE: November 2012

EEO CATEGORY: Professional

STATUS: Non-Exempt

The statements contained herein reflect general details as necessary to describe the principal functions of this position. The level of knowledge and skills typically required and the scope of responsibilities should not be considered an all inclusive listing of the work requirements. Individuals may perform other duties as assigned including work in other areas to cover absences or relief, to equalize peak work periods, emergency situations or otherwise balance workload in compliance with all existing labor agreements. 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.

Date: _____

Manager: _____

Employee: _____