

CITY OF ABERDEEN
POSITION CLASSIFICATION
BUILDING INSPECTOR II

Salary Range: 19
Union Status: AFSCME
FLSA Status: Non-Exempt
Date Adopted: 10/01, 09/05, 3/17

DEFINITION: Inspects residential, commercial and industrial buildings under construction, alteration or repair to assure compliance with applicable code requirements. Assists in reviewing building plans for code compliance and provides assistance to the public regarding building requirements. Enforces City Code Chapter 8.08.030 governing International Property Maintenance Code; receives and processes inspections and complaints and coordinates compliance efforts.

REPORTS TO: Building Inspector III and Community Development Director.
SUPERVISES: May supervise temporary and/or part-time employees and lead the work of Building Inspectors I.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are distinguished from the Building Inspector I classification by the increased skill and responsibility required to inspect commercial and industrial construction as well as residential buildings and enforce civil codes related to nuisance and/or hazards. Plan review includes commercial and residential construction plans. Duties are performed primarily in the field. Work is performed under general supervision with intermittent review to assure work conforms with codes and established guidelines. Incumbent must have the ability to relate to the public in a tactful and courteous manner, represent the City in a positive light, diffuse hostility and elicit cooperation.

ESSENTIAL JOB FUNCTIONS:

Inspects residential, commercial and industrial buildings during construction for compliance with plan specifications and local zoning, fire, building, plumbing, mechanical, energy and barrier-free design, shoreline and minimum elevation regulations.

Reviews residential and commercial building plans to assure the plans comply with codes and standards.

Notifies builders and installers of code violations and stipulates corrections required; writes and posts stop-work orders when code violations necessitate complete work stoppage. Notifies supervisor of builder's failure to correct violations as notified.

May issue permits and authorizes minor as-built variations from plans when safety, durability and function are not impaired.

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ESSENTIAL JOB FUNCTIONS: (Continued)

Investigates life, safety, health and fire hazard complaints; determines cause and stipulates corrective action. Notifies installers and builders of necessary remedial action. Advises supervisor when hazards or code violations remain uncorrected.

Responds to and investigates reports of open buildings; attempts to secure building(s) through owner or by City action.

May assist in entering data into the computer listings and status report of violation/complaint issues including a chronological list of field and investigative actions taken relative to violation proceedings; prepares formal status reports.

Prepares accurate and comprehensive reports of a formal and legal nature; writes letters to code violators and property owners; responds to complainants regarding disposition of their complaint.

OTHER JOB FUNCTIONS:

Provides information and assistance to the public regarding building construction codes and permits.

Inspects abandoned and fire-damaged buildings to evaluate if owners will be required to demolish or bring up to building standards.

Assists with the preparation of City ordinances related to code compliance and assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.

Assists all department staff in preparing reports.

Performs other related duties as required.

WORK ENVIRONMENT/EQUIPMENT USED:

Work is performed indoors in an office setting approximately 20% of the time and outdoors about 80% of the time. Work outdoors may be performed in inclement weather at dirty, wet, noisy or cramped work sites and may be in hazardous areas including climbing on, under and around building structures, equipment and potentially dangerous tools, steep terrain and confined spaces. Complaint response may involve the hazards of dog bites and the potential for physical violence by irate members of the public. Equipment used includes motor vehicle, camera equipment, telephone, computer, copy machine, and other commonly used office equipment.

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DESIRABLE QUALIFICATIONS:

Knowledge of: federal, state and local regulations pertaining to zoning, development standards, public right-of-way, building, nuisance and public hazards; code compliance methods; inspection techniques; Uniform building, plumbing and mechanical codes; WA State Energy, Indoor Air Quality and Accessibility codes; principles, procedures and practices of residential, commercial and industrial construction; building materials and construction standards; policy and interviewing; evidence gathering and securing of same; policy and procedures for processing code violations; and knowledge, skills and ability to use camera equipment, computers and commonly used office equipment.

Ability to: read and interpret residential, commercial and industrial building plans, specifications and engineering drawings; communicate effectively in a tactful and courteous manner with building owners, contractors and the public; identify code deficiencies resulting from faulty design or construction; interpret and explain code and remedial work required; keep accurate records of calls and findings; investigate public complaints related to life, safety, health and fire hazards; communicate technical information and requirements in a clear, accurate fashion, verbally and in writing; make accurate field decisions; develop rapport with a variety of people and effectively elicit cooperation; diffuse potentially explosive situations and resolve disputes; meet deadlines and organize daily work effectively; request assistance from other City staff when necessary; adapt to changing techniques, technology and codes; write clear, legible reports and recommendations; maintain good working relationship with the public and City officials.

EDUCATION AND EXPERIENCE:

Experience, education or training which provides the level of knowledge, skill and ability equivalent to:

High school graduation or GED, vocational school graduation or apprenticeship.

3 to 4 years as a Municipal Building Inspector following progressively responsible building experience in the trades such as journey-level carpenter or building contractor with residential and some industrial and commercial experience.

For specialized inspection jobs, such as plumbing, mechanical and HVAC, candidates may be required to have experience or apprenticeship in the specific applicable trade.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS:

- Valid WA State Drivers License.
- International Building Code certification as a Building Inspector.