

CITY OF CHELAN JOB DESCRIPTION

TITLE: **BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER**

DEPARTMENT: Planning and Community Development

REPORTS TO: Planning and Community Development Director

SUPERVISES: None

ADOPTED/REVISED DATE: 04-12-2012

SALARY GRADE: Union 21

POSITION PURPOSE/SUMMARY

This position provides inspection of buildings at various stages of construction for compliance with approved plans and International Building Codes as adopted by the City of Chelan. In addition, this position is responsible for investigating violation of and pursuing compliance with the various sections of the City of Chelan Municipal Code dealing with residential, commercial and industrial zoning requirements; weeds; signs; nuisances; and illegal dumping. This position may also assist the Public Works Department on public works issues.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promote positive public relations.
- Enforce compliance with the several city codes dealing with weeds, nuisances, graffiti, signs, sidewalk repair and right of way issues.
- Enforce compliance with the City's land use and building code regulations, including but not limited to the zoning ordinances and shoreline management; monitor and survey for compliance and locate and resolve cases of violation of zoning, land-use and building code regulations; and prepare and maintain correspondence and various records and reports related to land-use, zoning and building code activities, inspections, evaluations and corrective actions.
- Operate computer equipment to issue permits and maintain inspection records and status of permits.
- Assist the Building Official by performing on-site inspections and verifying or enforcing compliance with the International Building, Plumbing and Mechanical Codes. Maintain related files and records.
- Develop and administer a proactive code enforcement program
- Receive phone calls regarding areas of concern, initiate and track correspondence with code violators; organize and maintain enforcement files and data; conduct on-site inspections based on personal knowledge or complaints; pro-actively seek out code violations, including problems with graffiti and non-complying signs, and initiate contact.
- Assist in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Interpret and explain regulations and codes and investigate and resolve complaints for the public.
- Assist in administering the permitting function, including applications processing, fee assessment and collection.
- Provide assistance to customers at the front counter as needed.
- Other related duties as assigned

WORKING CONDITIONS

Work is performed in an office and in outside environments subject to weather and in-progress construction hazards. Normal work schedule is forty hours per week, eight hours per day, five days per week Tuesday through Saturday. Actual schedule may be flexible depending on requirements of the job.

KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS

- Ability to deal professionally and effectively with the public, sometimes in challenging circumstances
- Ability to communicate clearly and work independently
- Experience in construction practices, procedures and methods
- Ability to type and use a computer
- Experience using Microsoft Word software
- Knowledge of legal issues, code compliance issues and building codes
- Background in municipal codes and standards

REQUIRED QUALIFICATIONS

At least three years of experience in code compliance/building inspection or three years of journey level experience in general building construction, or equivalent experience in a related field.

International Building Code certifications or ability to obtain certifications as follows:

- 1st Employment Year – Residential Building Inspector
- 2nd Employment Year - Plumbing Inspector
- 3rd Employment Year – Mechanical Inspector
- 4th Employment Year – Commercial Building Inspector

Must be able to read, write and speak the English language

High school diploma or General Education Development (GED)

Valid Washington State Drivers License with record free from serious or frequent violations

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to

otherwise balance the work load.