



CITY OF NORTH BEND, WASHINGTON POSITION DESCRIPTION

Class Title: Building Inspector & Code Enforcement Officer, 2 Year Term
Department: Community & Economic Development
Representation: Teamsters Union Local 763
Salary: \$4,962 - \$6,037 per month, DOQ
Overtime Eligible

First Review of Applications: May 26, 2017

Position Open Until Filled

POSITION SUMMARY:

This 2-year full-time position performs general inspections and enforcement activities pertaining to the construction, alteration and repair of commercial and residential structures to insure that building, plumbing, mechanical, energy conservation and all other applicable codes and standards are met. As directed, will perform plan reviews for commercial and residential plans/specifications for compliance with building, mechanical, plumbing and related code requirements and other regulations. Performs related work as required within the context of City of North Bend standards, codes, policies and procedures.

ESSENTIAL FUNCTIONS include but are not limited to:

- Administer, interpret and enforce the International Building Code, the International Fire Code, International Mechanical Code, Uniform Plumbing Code, International Residential Code, and, to a limited extent, the Municipal Code and all other applicable regulations.
- Inspect building projects including commercial, industrial and residential at various stages of construction to assure compliance with IBC, IRC, IMC, IFGC and Uniform Plumbing Codes, along with Washington State Amendments, and the City of North Bend Municipal Code as it pertains to Building Construction.
- Maintain accurate records and documentation of all inspections.
- Enter all inspections and track all plan reviews in Building Department Software (PermitTrax).
- Conduct Code Enforcement actions as required, requested, or necessary, as a part of daily duties.
- Plans Examiner duties include but are not limited to: review of construction plans for compliance with applicable Codes and issue building permits; complete forms necessary for the issuance of the permits.
- Provide pertinent information to contractors and the public relative to applications and issuance of building permits.
- Inspect final grade to insure proper lot drainage.

- Answer Building Code questions from citizens, architects, engineers, developers, and contractors.
- Provide instruction over the phone, by email, or in person concerning the application and intent of code requirements to both residential and commercial projects.
- Complete documents on construction sites, giving instructions, and record results of inspections for permanent records.
- Review and inspect for compliance with FEMA regulated flood zones.
- Coordinate with fire prevention personnel to enforce life safety regulations.
- Plan review of commercial and residential plans for compliance with building, mechanical, plumbing land use and related code requirements.
- Coordinate with Planning staff to perform zoning plan review. Coordinate information sharing with other City departments.
- Coordinate permit issuance with other department staff.
- Perform field inspections.
- Prepare written correspondence and reports.
- Perform occasional inspections of zoning violations.
- Assist at front counter when needed.
- Interact cooperatively, and establish and maintain effective working relationships with other employees, elected officials, contractors, community organizations and the general public.
- Present a positive, friendly image to the public using tact, courtesy, and good judgement.
- May be called upon to perform the duties of Acting Building Official in their absence.
- Maintain regular and reliable attendance.
- Perform other duties as assigned by the Department Director or Building Official.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma or GED Equivalent, and
- Minimum of five years experience in various phases of building construction or inspection.
- Minimum of two years commercial experience preferred along with residential inspection experience.
- An equivalent combination of experience, education and training may be substituted that would provide the required level of knowledge and ability to perform the essential duties and responsibilities of the position.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of applicable laws, codes and ordinances affecting building codes, construction, zoning, and building inspection.

- Ability to learn local zoning and related land use codes and application procedures, as well as City and Department rules, regulations, and policies.
- Ability to read and interpret blueprints and/or construction drawings, structural calculations, construction specifications, energy code compliance forms and other documents relative to the approval of building projects from application through final inspection.
- Excellent written and verbal communication skills and the ability to communicate professionally and courteously with permit holders, contractors, vendors and the general public.
- Ability to use a personal computer and related software applications as required by the job.
- Ability to demonstrate sound judgment.
- Ability to work under pressure and deadlines.
- Ability to follow instructions and work independently with little supervision.
- Ability to work in a positive and professional manner with the public and staff.
- Must be able to maintain accurate files.
- Must be able to tactfully handle sensitive or confidential materials.

LICENSE AND CERTIFICATION REQUIREMENTS:

- Possession of valid Building Inspector Certifications.
- Possession of Plans Examiner Certification or the ability to acquire such certificate within one year of appointment.
- Residential and commercial Mechanical Inspector and Plumbing Inspector Certifications are desired.
- Valid Washington State Driver’s License.
- Must have a driving history acceptable to the City and maintain an insurable driving record.
- Possession of a valid First Aid card or the ability to acquire within one year of appointment.

SUPERVISION:

Work is performed under the direct supervision of the Assistant City Administrator/Public Works Director and under the general supervision of the Building Official. This position does not typically supervise others.

TOOLS AND EQUIPMENT USED:

- Knowledge and use of applicable tools, instruments, calculators, computers, word processing and permitting software, portable radios, phones, copiers, printers, fax machines, and other general office or field equipment including ladders or scaffolding, and tape measures.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

Work is performed in both the office and in the field, including inspection of various development projects and construction sites, and involves driving to the site(s). Hand-eye coordination is necessary to operator computers and office equipment, and use of hands is needed to reach, handle, grasp, feel or operate objects, tools, or controls. Work involves moderate risk conditions, such as high level noise, dust or mud, moving vehicles or machines, cold and/or wet weather, toxic materials and odors, high, precarious places or in confined areas, or risk of electrical shock. Work requires some physical exertion, such as long periods of standing, maintaining balance while walking over rough, uneven surfaces, wading in water, and recurring bending, crouching, kneeling, crawling, reaching and occasional lifting or moving of up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Employee will be required to wear safety protective gear when necessary.

AUXILIARY DUTIES:

An employee in this classification is expected to routinely perform other duties as assigned that would typically be performed by an employee in a position within this classification or lower. On occasion an employee in this classification may perform duties of an employee in a higher classification.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview and reference check; job related tests may be required. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

ADDITIONAL INFORMATION:

Reasonable accommodation will be made as required by the Americans with Disabilities Act to enable a person with a disability to perform the essential functions of this position. This description is not a contract of employment and is intended only to provide a general description of duties performed by an employee in this classification, other duties may be assigned and this description may be amended as needed.

APPLICANT INSTRUCTIONS:

The City must receive a **completed City of North Bend Application Packet**. Incomplete, or late application packets or supplemental information may not be accepted. **A completed application packet consists of the following: a completed City of North Bend Application; Letter of Interest; Resume; and any supplemental education or training information that you wish us to consider that relates to this position.** Signed application packets may be either 1) mailed to City of North Bend, Attn: Human Resources, PO Box 896, North Bend, WA 98045, or 2) emailed to dmasko@northbendwa.gov to be accepted as complete. Application materials and additional information is available on the City's website at <http://.northbendwa.gov>.