



CITY OF BONNEY LAKE
invites applications for the position of:

Building Inspector

SALARY: \$4,474.46 - \$5,816.84 Monthly

OPENING DATE: 08/07/17

DESCRIPTION:

The City is seeking an experienced Building Inspector for the Public Services Department who is committed to the highest level of customer service and satisfaction and enjoys working as part of a team. This City has been one of the fastest growing cities in Western Washington over the last decade. There are several exciting projects coming soon! The Building Inspector is an integral part of Public Services and serves as the main inspector for commercial and residential development.

The candidate will be patient and thorough with their assigned customers and responsibilities and will have strong written and verbal communication skills. Staff members on our small office team must be flexible, conscientious, able to handle multiple tasks and deadlines, and ready to wear various 'hats' while supporting their fellow staff and customers.

To be considered in the first review, please submit your application materials no later than September 4, 2017.

GENERAL PURPOSE

Performs a variety of routine to complex technical work in the plan review and field inspection for all types of construction and building related codes and interpretation and enforcement of adopted codes; including building, plumbing mechanical, energy, fuel gas, and accessibility as well as related city and state codes and standards.

SUPERVISION RECEIVED

Works under the general supervision of the Planning & Building Supervisor.

SUPERVISION EXERCISED

Generally None. May provide technical assistance and training to other staff.

DUTIES:

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists citizens, contractors, and developers in understanding code requirements and ensure code compliance with all construction projects in the field. Provides counter attendance and support to the

Permit staff.

Reviews plans and specifications for compliance with existing International Building, Residential, Mechanical, Fuel Gas, Building, plumbing, Washington State Energy and related codes, and accessibility for both residential and commercial structures to ensure compliance with fire and life safety, general construction standards, excavation and grading, wind, gravity and seismic resistance, foundations systems, concrete, steel and wood framing systems, roof systems, water distribution, sewer and drainage systems. Gas piping, mechanical heating ventilating and air conditioning, combustion air and energy conservation standards.

Conducts field inspections of construction projects to check for code compliance while construction is in progress and at finalization of projects and enters findings into the database system.

Meets with and advises contractors, developers and design professionals, and the public on code and design requirements.

Coordinates projects in relation to City requirements, verifies compliance with all other departmental requirements prior to issuance of permits.

Maintains orderly files and records to document all areas under general control.

Reviews submitted plans using the City's online or database program and enters information regarding inspection results using the assigned database program.

Performs a variety of routine and complex work in the investigation, interpretation, and enforcement of adopted codes and related rules and regulations.

PERIPHERAL DUTIES

May attend meetings after normal business hours. May serve on various employee committees as required.

QUALIFICATIONS:

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

1. Graduation from High School or GED equivalent; and
2. Three (3) years' experience in construction, public works construction, building inspection, code enforcement, engineering, or a related field; and
3. ICC Certification as a Commercial Building Inspector and/or Residential Building Inspector with the missing Inspector Certification within twelve (12) months of hire;
4. Post-secondary training equivalent to an Associate's degree in engineering technology, construction management, or a related field is desirable; or
5. Any equivalent combination of relevant education and experience necessary to provide the certifications and knowledge, skills and abilities to successfully perform the job.

Necessary Knowledge, Skills and Abilities:

1. Thorough knowledge of building construction materials and design which includes wood frame, concrete, structural steel and masonry design; knowledge of applicable State and Federal Laws, city ordinances, building construction codes and techniques and general land use development standards and regulations; knowledge of building, planning and construction terminology; knowledge of standard practices for building, construction, mechanical and plumbing methods; knowledge of methods and techniques used for conducting plan review; and
2. Skill in the operation of the listed equipment; and
3. Ability to read and understand construction plans, blueprints, and specifications to determine if code requirements are being met; ability and agility to inspect under, in, around, and above all construction projects; ability to operate and perform skillfully, safely, and in conformance with applicable laws, regulations and policies; ability to establish and maintain effective working relations with other employees and managers; ability to understand and carry out oral and written instructions and to do work independently in the
4. A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. This value requires the ability to effectively meet and deal with internal customers and the public while responding to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax. The ability to handle stressful situations while establishing effective working relationships with employees, supervisors, and the general public. The ability to maintain a professional, courteous, and pleasant demeanor in difficult, stressful situations while diplomatically dealing with difficult people. A willingness is expected to expend extra effort to help the public find answers or information relative to their inquiry or complaint.

SUPPLEMENTAL INFORMATION:

SPECIAL REQUIREMENTS

Valid Washington State Driver's License or ability to obtain one within one (1) month of hire and a driving record acceptable to the City's insurance

Possession of, or ability to obtain, an appropriate, valid ICC Certificate as a Plumbing and Mechanical Inspector within twelve months of hire.

TOOLS AND EQUIPMENT USED

Personal computer, including automated databases systems, word processing and spreadsheets; motor vehicle; 10-key calculator; copy and fax machine; cellular and multi-line phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb and balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 50 pounds. Specific vision abilities required by this job include close vision, distance vision,

color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee will need to enter the field for data collection and inspection at various project sites. Some sites will be unimproved and have uneven terrain with steep slopes. While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

The noise level in the work environment is moderately quiet in the office environment and may range to loud when in the field.

CORE VALUES OF THE CITY OF BONNEY LAKE

We are a team of dedicated professionals who respect our community and one another. We serve the public need with integrity, and will be held accountable for our actions. We choose to be united in our service to each other and our citizens. Below are a list of six core values that we encourage all our employees to embrace.

Professionalism – Being ambassadors of the City by providing expert service delivery.

Service – Giving helpful assistance or advice to our customers.

Accountability - Performing the duties of my position in a responsible way.

Respect – Fairly considering the rights, opinions and ideas of others.

Integrity – Acting in harmony with the laws and values of the City.

Teamwork – Working together to best serve the community.

It is our intention that the qualified applicant will embrace these values as well.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview, reference and background 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.bonney-lake.wa.us>

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Position #00017
BUILDING INSPECTOR
JR