

**CITY OF SELAH
PUBLIC WORKS DEPARTMENT
Building Inspector**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Performs inspection of commercial, residential, and public buildings to ensure compliance with adopted federal, state, and local building codes. Responsibilities vary but generally include building inspection, limited plan review, advising the public on matters relating to construction and other code requirements, providing technical information to architects, engineers, contractors, and other persons. Work is generally performed independently and may include coordinating efforts with colleagues or other employees.

SUPERVISION RECEIVED AND EXERCISED

Works under the general guidance and direction of the Community Development Supervisor and Public Works Director. No supervision exercised.

ESSENTIAL JOB FUNCTIONS:

- Inspects existing and construction/remodeling work in progress to ensure compliance with mechanical, plumbing, building, fire, zoning, and City of Selah Municipal Codes, and Washington State Building Code amendments, Energy Code and Accessibility codes.
- Advises and explains code requirements to property owners, contractors, installers and others to ensure construction compliance.
- Issues Correction Notices, Stop Work Orders, and Certificates of Occupancy as appropriate.
- Inspects oil tanks for proper abandonment or removal, and new installations of/or alterations to fire prevention systems for compliance with approved plans, specifications and applicable standards.
- Assists in assessing buildings to ensure compliance with housing and dangerous building codes and to determine usability and habitable status.
- Inspects buildings to be moved (before and after) for compliance with adopted Building, Fire, Energy, Accessibility, and Zoning codes.
- Assists the Building Official with requests from Police and Fire Departments to determine if damaged structures are habitable or must be demolished.
- Coordinates with other city departments, state, local and other regulatory agencies regarding construction projects as necessary.
- Reviews blueprints of proposed construction/remodeling projects to ensure seismic bracing, engineered systems, alternate bracing, engineered structural components and others satisfy current engineering practices.
- May perform plan reviews of proposed projects as requested.
- Explains codes, building processes, and performs limited code enforcement.

- Conducts research and special studies as requested and prepares corresponding reports.
- Maintains records of inspections performed and prepares required reports.
- Operates a computer to prepare reports, correspondence, conduct research or searches and other authorized activities.
- May represent the City as a witness in court proceedings as necessary.
- Performs other related duties as required.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

Working knowledge of applicable laws, standards and regulations relating to the following; Washington State Energy, Ventilation and indoor air quality, International Building, International Residential, International Mechanical, International Fire, and International Plumbing, Codes.

- Some knowledge of code enforcement principles, practices and methods;
- Working knowledge of inspection techniques;
- Some knowledge of civil engineering principles, practices and methods as applicable to a municipal setting;
- Working knowledge of applicable laws, standards and regulations relating to construction, inspection, safety and traffic control;
- Skill in operating the listed tools and equipment;
- Ability to prepare, organize and maintain inspection field data, reports and systems;
- Ability to analyze complex situations, problems and data, and use sound judgment in drawing conclusions and making decisions;
- Ability to comprehend and articulate complex facts and relationships in detail and to summarize and write clearly, concisely and legibly, and to testify in court in an objective, concise, and professional manner;
- Ability to produce or obtain reports, graphs, charts, photographs or the evidence or exhibits;
- Ability to communicate effectively orally and in writing;
- Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public;
- Ability to follow verbal and written instructions;
- Ability to handle stressful situations and effectively deal with difficult or angry people;
- Considerable skill in reading and interpreting construction drawings, plans and specifications;
- Skill in applying material testing procedures;
- Ability to prepare, organize and maintain inspection field and office data, reports and systems;
- Ability to perform required mathematical computations;
- Ability to effectively communicate complex technical information, orally and in writing, to contractors, developers, property owners, employees, consultants, other governmental agency representatives, City officials and the general public.

TOOLS AND EQUIPMENT USED:

Computer, Microsoft Word, and Excel, permit tracking software, calculator, motor vehicle phone, mobile or portable radio; copy machine; power and hand tools as required, personal protective equipment, fall prevention devices/harnesses, and testing equipment.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Graduation from a high school or GED equivalent.

Experience:

Any combination of education and experience equivalent to two (2) years of journey level building construction experience.

Training, licensing, or certifications:

- Must possess valid Washington State Driver's License or have ability to obtain one prior to employment.
- Must possess one or more of the following certifications: ICC Residential Combination Inspector, ICC Commercial Building Inspector, ICC Commercial Electrical Inspector, IAPMO Plumbing Inspector, ICC Commercial Plumbing Inspector, ICC Commercial Mechanical Inspector, ICC Combination Inspector, ICC Commercial Combination Inspector, Building Plans Examiner, or Combination Plans Examiner, **or be able to obtain certification of the ICC Residential Combination Inspector certification within one year of employment.**

WORKING CONDITIONS

Environmental Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this job, the employee will be required to work at heights, within confined spaces, alone, with others, or in noisy work areas. Generally works outside within all weather extremes, on uneven terrain, may be exposed to insects, animals, pollen, dust, poison ivy, smoke, electrical hazards, noxious odors, fumes, chemicals, solvents, construction debris, or vibrations, and/or traffic.

The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Conditions:

Work is frequently performed outside and occasionally inside. Continuous use of both hands in reaching/handling/grasping/fingering while performing duties operating computers and other machinery. Occasional heavy work includes lifting and carrying up to 50 pounds.

Ascends/descends stairs and ladders while maintaining balance. Continuous use of all senses including feeling/talking/hearing/seeing while performing inspection duties and communicating with co-workers, general public and completing all tasks as assigned. Must be able to distinguish color and maintain long-term and short-term memory. Work at heights, in confined spaces,

alone, with others, or in noisy work areas. Travels to inspection sites. Must be able to work outside in all weather extremes, on uneven terrain, may be exposed to insects, animals, pollen, dust, poison ivy, smoke, electrical hazards, noxious odors, fumes, chemicals, solvents, construction debris, vibrations, and/or traffic. Must be able to wear and operate safety protective gear as required.

Unusual Working Conditions:

Exposure to weather extremes, dust, dirt and construction debris, uneven terrain, tight spaces, attics and crawl spaces, dogs, snakes, spiders and flying insects while performing inspections at construction sites. Work with the public and employees, some of whom may be angry, upset, or disturbed.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date