

ADAMS COUNTY
SUMMARY JOB DESCRIPTION

Position: Building Inspector & Code Enforcement
Department: Building & Planning
Annual Hours: 2088

Position Number: 307
Salary Schedule: Range I
Classification: Represented

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Building inspector:

1.2 This single position is responsible for assuring that building and construction permits in the County follow County, State, and Federal building standards for the health, safety and welfare of its citizens and are in compliance with locally adopted land use, environmental and construction codes.

1.3 Code Enforcement:

1.4 The person in this role will perform professional level code enforcement.

1.5 The work will involve investigating alleged and reported violations of a wide array of land use and building regulations.

1.6 The job requires daily contact with property owners, contractors and other Adams County and Washington State departments with the objective of causing buildings and properties to be brought into compliance with applicable codes.

1.7 The Code Enforcement Officer conducts meetings to evaluate and resolve code enforcement violations, represents the County at public hearings and meetings, performs site inspections, research property zoning and history, coordinates with the department's attorneys, and prepares reports and legal notices.

1.8 The job requires excellent record-keeping skills and attention to detail; advanced communication skills, including the ability to communicate effectively with a diverse population; familiarity with certain legal processes; and the ability to remain calm under pressure

2.0 SUPERVISION RECEIVED

2.1 Persons in this position are given significant discretion, within the scope of policy and regulations, in the routine performance of their duties.

2.2 Supervision and guidance are received from the Building and Planning Director and or their designee.

2.3 The supervisor periodically interviews the inspector on methods and results, suggests specific training seminars, and monitors all projects.

3.0 SUPERVISION EXERCISED

3.1 The Persons in this position normally do not supervise anyone.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Building Inspector:

- 4.2 Inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, chimneys, and stairways meet provisions of building, grading, zoning, and safety laws, architectural review requirements and approved plans, specifications, and standards.
- 4.3 Observes conditions and issues notices for corrections to persons responsible for conformance.
- 4.4 Obtains evidence and prepares report concerning violations which have not been corrected.
- 4.5 Interprets legal requirements and recommends compliance procedures to contractors, craft workers, and owners.
- 4.6 Keeps accurate inspection records and prepares reports for use by administrative or judicial authorities as required.
- 4.7 Conducts surveys of existing buildings to determine lack of prescribed maintenance, housing violations, or hazardous conditions.
- 4.8 Makes recommendations for changes in regulations governing building inspections where applicable. Reports and advises the Building Official on progress of projects.
- 4.9 Drives to job sites, County facilities, vendors, training programs, and meetings as necessary.

4.10 Code Enforcement:

- 4.11 Respond to complaints received in writing regarding land use and building practices inconsistent with county code.
- 4.12 Investigate reports of building, zoning, housing, grading, clearing and critical-area violations, including property research, site inspections, assessment of violations, interviews of involved parties, and making written and photographic records for evidence in hearings and trials.
- 4.13 Contact landowner or responsible person in writing to notify of said violation(s) with specified options available to come into compliance.
- 4.14 Conduct follow-up visit to assure implementation of corrective action.
- 4.15 Conduct regular inspections of properties where violations exist, monitor progress toward compliance, make record of progress, and assess penalties as required to secure compliance.
- 4.16 Interact with law enforcement and legal counsel, as appropriate, in defense and coordination of department actions.
- 4.17 Prepare cases to be referred to the Adams County Prosecutor's for further action.
- 4.18 Occasionally testify on behalf of the department and the County in certain hearings and legal proceedings.
- 4.19 Performing other related work as assigned.

5.0 MINIMUM QUALIFICATIONS

- 5.1 Valid Washington State driver's license.
- 5.2 High school diploma or GED equivalent.
- 5.3 Prior experience in construction work is preferred.
- 5.4 Must have knowledge of building principles and practices, plumbing and mechanical principles, and State Energy Codes.
- 5.5 Must have the ability to be ICC certified as a residential building inspector within 12 months and ICC certified as a commercial inspector within 36 months.
- 5.6 Experience and skill in reading and interpreting codes, building plans and plat maps as applied to the enforcement of zoning, building, housing, shorelines, and environmental codes.
- 5.7 Ability to use a computer, calculator, and other office equipment standard to areas of assignment and to adapt to new and/or modified equipment which may be acquired.
- 5.8 The ability to effectively research property features, zoning, ownership, history, and legal descriptions.
- 5.9 The ability to perform onsite inspections of construction projects and maintaining detailed inspection reports.

- 5.10 Experience providing excellent customer service, including working with inexperienced customers, and solving issues while maintaining positive customer relationships.
- 5.11 Demonstrated ability to use standard office equipment and intermediate skill using Microsoft Office Products including Excel, Word, and Outlook.
- 5.12 The ability to work effectively and cooperatively with a variety of individuals from diverse backgrounds, through effective written and verbal communication.
- 5.13 Must have demonstrated punctuality, dependability, and good attendance in previous job experience.

6.0 DESIRABLE QUALIFICATIONS AND ABILITIES

- 6.1 Demonstrated knowledge of construction procedures to explain reasoning and logic behind codes. Ability to implement and maintain sound organizational practices.
- 6.2 Familiarity with tools, instruments, equipment, and techniques commonly used in the performance of related tasks.
- 6.3 Maintains a high standard for accuracy, completeness, and efficiency in the preparation of reports. Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.
- 6.4 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm in stressful situations, relate to various personality styles in a calm, professional manner.
- 6.5 Understands the need for maintaining confidentiality of sensitive information.
- 6.6 Effectively communicates with others, both in writing and orally.
- 6.7 Assures efficient and effective utilization of volunteers and department personnel, funds, materials, facilities, and time.
- 6.8 Ability to understand the Spanish language is desirable.

7.0 WORK ENVIRONMENT

- 7.1 While performing the duties of this job, the employee works under office conditions and outside at job locations in all types of weather conditions.
- 7.2 Travel is required daily going to job in all areas of the county and all types of driving conditions.

This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.¹
