



Position Description

Position: Building Inspector I

Department/Site: Building/Planning/Engineering

FLSA: Non-Exempt

Salary Grade: 121

Summary

Performs inspections of residential and commercial buildings and structures in the process of construction, alteration, or repair for compliance with applicable codes, approved plans and specifications, safe construction practices, and other regulations and ordinances related to the safety, health, and welfare of the public. This is an ASFCME represented position and is eligible for overtime compensation.

Distinguishing Career Features

The Building Inspector II is part of a two-tiered career path encompassing building safety inspection. The Building Inspector I must attain a ICC Building Inspector Certificate. Advancement to Building Inspector II requires additional ICC designations such as plumbing, electrical, mechanical and the ability to apply them to commercial settings.

Essential Duties and Responsibilities

- Performs technically challenging inspections for residential, multifamily, and commercial buildings, or public service buildings with state-of-the-art infrastructure.
- Conducts pre-construction meetings with developers, contractors, engineers, architects and other staff to explain special inspection requirements for specific projects.
- Reviews residential, commercial building plans and specifications for compliance with state, local, and international building codes and ordinances including those for Barrier-free Facilities and energy codes. Approves plans and issues permits.
- Inspects buildings, heating and ventilating systems, plumbing, mechanical, and other structures in the process of construction, remodeling, or repair. Determines if the structure meets approved permit, plans, specifications, applicable codes, and special inspection requirements.
- Inspects sites and buildings prior to remodeling to determine validity of permit application and compliance with zoning restrictions. Requires corrections to be made when deficiencies are discovered. Assists

builders, owners, engineers, and architects in determining how corrections may be made to achieve code compliance.

- Writes correction notices for construction work-in-progress. Issues stop work notices until work is in compliance with applicable codes, regulations, and approved building plans.
- Prepares reports of field inspections. Documents status, nature of compliance or deficiency, and recommended correction or course of action.
- May issue building permits for fully examined and approved plans, including fee calculations and collection based on size, type, and method of construction.
- Participates in the review, modification, and adoption of new building codes and ordinances. Assists with interpretations of existing and emerging local, state, and international building codes.
- Assists Permitting and Development Specialists with receiving, processing, and approving permit applications.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Requires in-depth knowledge of provisions of the uniform building codes used in Washington and related City of Sedro-Woolley regulations. Requires working knowledge of the current practices and materials used in building construction and/or heating and ventilating systems, including structural steel, reinforced concrete, structural masonry and pre-stressed concrete. Requires special skill in evaluating construction methods reading and interpreting building and/or structural and mechanical plans, reading and interpreting building and/or structural and mechanical codes and applying them to specific situations. Requires sufficient math skill to read and record distances and load bearing calculations. Requires knowledge of and skill at using a computer and common office productivity software to access and store information. Requires sufficient English language skill do write reports and document inspections. Requires sufficient human relations skill to explain technical building information and code requirements to knowledgeable and lay persons, and to resolve conflict with others in a positive manner.

Abilities

Requires the ability to carry out the essential functions of the position. Requires the ability to read and interpret plans, drawings, and engineering specifications, and apply them to codes, regulations, and ordinances. Requires the ability to maintain complete and up-to-date records of plans, calculations, and checks of specifications. Requires the ability to learn and apply federal, state, and City regulations, codes, laws, and ordinances for structural, fire, and mechanical building safety. Requires the ability to observe and document code compliance. Requires the ability to work cooperatively with contractors and homeowners. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers and convey a positive image of the City and its services.

Physical Abilities

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a moderately active nature. Requires cardiovascular fitness to walk 400 yards over varying terrain. Requires sufficient ambulatory ability to move about to office and outdoor field locations and to bend, stoop, reach, and climb. Requires auditory ability to carry on ordinary and telephonic conversation. Requires at times to crawl in small or tight areas. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, observe moving objects, and observe physical layouts. Requires manual and finger dexterity to write and to operate computers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to observe construction and perform counter work. May require attendance at meetings and work in evening hours.

Education and Experience

The position typically requires two years of experience in building or fire code inspections, building construction, or code enforcement. Additional experience in building inspection may substitute for some higher education.

Licenses and Certificates

Requires a valid driver's license. ICC building inspector certifications in plumbing and mechanical code relating to commercial and residential inspection and plan review.

Working Conditions

Work is performed indoors and outdoors for extended periods of time where some safety considerations exist from moving equipment and unstable surfaces.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.