

**CITY OF BURIEN, WASHINGTON**  
**JOB ANNOUNCEMENT**

**Title:** Combination Building Inspector/Plans Examiner    **Department:** Community Development  
**FLSA Status:** Non-Exempt    **Reports to:** Building Official

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

**General Position Summary**

Under the direction of the Building Official, the position performs journey-level complex and technical reviews of plans and specifications and conducts field inspections of residential and commercial construction projects. This position serves in a technical leadership capacity.

**Essential Functions**

- Performs technical review of construction plans to determine and assure compliance with building, fire, plumbing, mechanical, energy conservation, accessibility and related construction codes, ordinances and regulations.
- Evaluates specifications, soils reports, material testing reports and engineering calculations to ensure compliance with applicable codes and standards;
- Provides information and technical assistance related to building codes, construction issues, and City administrative procedures to the public, developers, architects, engineers, and contractors.
- Performs on-site residential and commercial inspections at various stages of construction to assure compliance with applicable regulations.
- Reviews building permit applications to determine conformity and completeness with established regulations. Approves building permits.
- Routes plans for plan checks.
- Issues notices of correction and violations and suspends work at construction sites if violations have not been corrected within allotted time lines.
- Determines and implements necessary field revisions to approved designs in order to satisfy site conditions as may be encountered.
- Locates and resolves illegal construction;
- Issues certificates of occupancy.
- Writes letters to clarify policy, correction notices and plan review comments.
- Provides technical assistance to other staff.
- Maintains accurate and thorough records documenting activities.
- Conducts pre-construction meetings.
- Performs related duties as assigned.

**Secondary Functions**

- Performs permit technician duties including but not limited to answering public inquiries, reviewing permit applications for completeness; routing blueprints to city departments for approval; notifying applicants, computing and collecting permit fees, issuing permits and maintaining applicable files.
- Participates at the committee level in MyBuildingPermit.com.

**Job Scope**

Under the direction of the Building Official, the Combination Building Inspector/Plans Examiner performs frequent new and varied work situations. The job involves a high degree of complexity. The incumbent operates independently with minimal supervision from established and well-known procedures and contributes to the development of new concepts.

**Supervisory Responsibility:**

This position does not have responsibility for supervising any personnel but serves in a technical leadership capacity and provides assistance to permit technicians as needed.

**Interpersonal Contacts**

The Combination Building Inspector/Plans Examiner interacts extensively with the public, contractors, city staff, and other regulatory agencies. Contacts are in an office and a field setting.

**Specific Job Skills****Knowledge of:**

- Federal, state and local codes, safety standards, and regulations, including but not limited to International Building, Uniform Plumbing Code, Accessibility Code, Washington State Energy Code, Ventilation and Indoor Air Quality Code, mechanical, swimming pool, sign, and abatement regulations.
- Engineering and survey basics, methods and standards.
- Plan examination and review procedures.
- Soil mechanics.
- Characteristics and strengths of construction materials.
- Basic geometry and mathematical calculations used in engineering drafting and drawing.
- Principles of basic structural design.
- Accepted safety standards and methods of building construction for commercial, industrial and residential buildings.
- Office practices, procedures, and equipment including but not limited to common computer software programs.

**Ability to:**

- Independently perform complex and technical review of construction plans to determine compliance with applicable city, state, and federal regulations.
- Independently perform complex commercial and residential inspections of construction sites, installation methods, and materials to assure compliance with applicable city, state, and federal regulations.
- Accurately apply and explain city, state, and federal laws, codes, and regulations relating to building inspection and plan review.
- Investigate public complaints to assure compliance with city codes.
- Work and communicate effectively with the public, contractors, developers, and co-workers.
- Analyze situations accurately and adopt an effective course of action.
- Recognize occupational hazards and utilize standard safety practices.
- Prepare clear and concise correspondence and written materials.
- Maintain confidentiality.
- Demonstrate a strong sense of personal ethics along with professional judgment and discretion.
- Work independently with minimal supervision.
- Maintain current knowledge of changes in construction codes resulting from technological, architectural and building materials changes and improvements;

- Analyze and compile technical and statistical information and prepare reports.
- Communicate clearly and concisely, both orally and in writing.

**Education and/or Experience:**

An Associates degree in Building Inspection Technology or equivalent continuing education and training in subjects related to construction inspection and plan review plus three years of responsible building, construction, and/or plan review experience OR any combination of education and experience that provides the required knowledge and abilities.

**Special Requirements**

- Successful completion of pre-employment background check.
- Valid Washington Driver's License with satisfactory driving record.
- ICC Certification as a Building Inspector.
- ICC Certification as a Plans Examiner.
- Ability to obtain ICC/IAPMO certification as a Residential Plumbing and Mechanical Inspector OR Combination Inspector certification within six months of hire.

**Mental Activities**

Position requires continuous ability to read, speak, and understand English; frequent decision making, interpersonal skills, customer service, independent judgment and/or action, and the ability to write English; occasional teamwork, creativity, use of discretion, problem analysis, mentoring, and performance of basic math; and rare negotiation and performance of advanced math

**Physical Activities**

Position requires frequent standing, walking, talking, and hearing; occasional stooping, sitting, fingering, reaching, feeling, kneeling, climbing, handling, bending, and repetitive motions of feet, hands, and wrists; and rare crawling. The position also requires the ability to push, pull, lift and carry ten pounds.

**Job Conditions**

Work is performed in both office and field environments and requires travel to a variety of locations to perform work. Employee may be exposed to noise from basic office equipment operation, all weather conditions, and rough terrain.

**Hazards**

Working on or around heavy equipment, traffic, ladders, open trenches, scaffolding and heights; exposure to various dust, chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.