

CITY OF BURIEN, WASHINGTON JOB DESCRIPTION

Title: Building Inspector
FLSA Status: Non-Exempt

Dept. Community Development
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

This is an entry level position in the Building Inspector classification. Performs routine residential and limited commercial building inspections and plan checks.

Essential Functions

- Performs technical review of residential and limited commercial construction plans to determine and assure compliance with building, fire, plumbing, mechanical, energy conservation, accessibility and/or electrical, and related city, state and federal construction codes, ordinances and regulations.
- Evaluates specifications, soils reports, and basic engineering calculations to ensure compliance with applicable codes and standards.
- Provides information and technical assistance related to building codes, construction issues, and administrative procedures to the public, developers, architects, engineers and contractors.
- Performs on-site residential and limited commercial building, plumbing, and mechanical inspections at various stages of construction to assure compliance with applicable codes, regulations and safety standards. Electrical inspector performs on site electrical inspections of all construction types.
- Locates and resolves illegal construction;
- Issues notices of correction and violations and suspends work at construction sites if violations have not been corrected within allotted time lines;
- Issues certificates of occupancy.
- Writes letters to clarify policy, correction notices and plan review comments.
- Maintains accurate and thorough records documenting activities.
- Attends 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.

- Electrical inspector provides technical assistance to other staff.

Job Scope

Performs recurring work situations with occasional variations from the norm. The job involves a moderate degree of complexity. Incumbent receives moderate supervision and operates from established and well known procedures.

Supervisory Responsibility

This position does not have responsibility for supervising any personnel.

Interpersonal Contacts

The Building Inspector 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.
- Plan examination and review procedures.
- Characteristics and strengths of construction materials.
- Basic geometry and mathematical calculations used in drafting and drawing.
- Accepted safety standards and methods of building construction for residential and limited commercial buildings.
- Office practices, procedures, and equipment including but not limited to common computer software programs.

Ability to:

- Perform technical review of residential and limited commercial construction plans to determine compliance with applicable city, state, and federal regulations.
- Perform residential and limited commercial 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.
- 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.
- Prepare clear and concise correspondence and written materials.
- Maintain confidentiality.
- Work independently under a moderate level of 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.
- Approve building permits.
- Route plans for plan checks.
- Communicate clearly and concisely, both orally and in writing.
- Recognize occupational hazards and utilize standard safety practices.

Education and/or Experience

High school diploma or equivalent certificate supplemented by specialized training in building or construction inspection, and/or code enforcement plus one year of responsible building or construction inspection experience **OR** any combination of experience and training that would provide the required knowledge and abilities to perform the job.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington Driver's License with satisfactory driving record.
- ICC certification as a Building Inspector or ability to obtain 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, 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.