



City of Yelm

EST. 1924

WASHINGTON

“Proudly Serving Our Community”

POSITION DESCRIPTION

BUILDING INSPECTOR

Position Title: Building Inspector
Department: Community Development
Location: Yelm City Hall
2019 Salary range: \$4,948-\$5,936 Monthly DOE
Date: April 2019

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building review and inspections to insure compliance with building and related codes and standards. Interprets and enforces adopted codes and related rules and regulations.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administers building related codes relevant to single-family residential projects, including the International Building Code, the International Residential Code, the International Abatement of Dangerous Buildings Code, the International Mechanical Code, the International Fire Code and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning. When appropriate, issues correction notices and citations.

Reviews residential plans for consistency with building related codes and coordinates plan review with other City staff to ensure consistency with all City standards.

Performs on-site inspections of footings, foundations, framing, electrical hookups, plumbing, mechanical systems, and others as required by building related codes.

Administers the sign code. Reviews and approves sign permit applications.

Maintains records of building and inspection activity, and completes related reports. Issues certificates and permits as appropriate.

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

In cooperation with the rest of the Community Development Department, the Fire Authority, and TComm, creates, establishes and monitors the addressing system for both new and existing buildings.

PERIPHERAL DUTIES

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to homeowners, architects, engineers, contractors, developers, and other customers.

Reviews land use permit applications for compliance with building and fire related codes.

May represent the City on working groups and committees, as requested by the Community Development Director.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- A. High School Diploma or GED equivalent, and
- B. Four (4) years of experience in general construction and related fields, or
- C. Any equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

- A. Thorough knowledge of the interpretation and application of building and general construction related codes.
- B. Good knowledge of code enforcement principles, practices and methods as applicable to a municipal setting; working knowledge of applicable laws, standards and regulations relating to land use, nuisance and public safety codes.
- C. Skill with the tools and equipment necessary for the position.
- D. Ability to work well with the public and with local contractors, to read and understand complicated plans and blueprints and to communicate effectively orally and in writing.
- E. Ability to prepare, organize, and maintain plan review and inspection data and reports and to summarize reports effectively orally and in writing.
- F. Sound judgment in drawing conclusions and making decisions and to comprehend and articulate complex facts and relationships.
- G. Ability to establish and maintain effective working relationships with citizens, employees, supervisors and the general public, to follow verbal and written instructions and to handle stressful situations and effectively deal with difficult or angry people.

SPECIAL REQUIREMENTS

A valid state driver's license or ability to obtain one by start of employment.

Certifications from the International Code Council as follows:

- Residential Building Inspector
- Residential Plumbing Inspector
- Residential Mechanical Inspector
- Residential Combination Inspector (in lieu of the certifications above)

- Residential or Combination Plans Examiner

TOOLS AND EQUIPMENT USED

Personal computer, including standards office suite software and permitting software; motor vehicle; portable radio; phone; ladder or scaffolding; measuring devices.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office and field settings. Outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may work in outside weather conditions. The employee will work near moving mechanical parts and in high, precarious places and may be exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.