



Finance Department
Sedro-Woolley Municipal Building
325 Metcalf Street
Sedro-Woolley, WA 98284
Phone (360) 855-1661
Fax (360) 855-0733

Job Description

BUILDING INSPECTOR/PLANS EXAMINER

Regular, Full-time

Job Title: Building Inspector/Plans Examiner
Wage Range: \$4,911 - \$6,269 per month
Union Status: AFSCME represented
Posting Date: March 10, 2021
Closing Date: **Open until filled.**

Nature of Work

Under the general supervision of the Building Official, performs mechanical, plumbing, and commercial/residential building inspections; inspects construction sites, installation methods and materials, and construction details of commercial, multi-family and single-family structures to verify compliance with standards, codes and regulations; examines construction drawings and specifications; provides information concerning construction codes and requirements.

Essential Functions

- Examines construction plans of residential and commercial structures to verify compliance with all applicable building, plumbing, mechanical and energy codes. Examines all structures and all plans for all structures for all state and local laws and ordinances.
- Inspects structural, plumbing, and mechanical installations for compliance with the appropriate construction codes, applicable regulations and the approved plans and specifications.
- Answers questions by telephone, at the counter, or in the field regarding: code requirements for construction, plumbing, structural, energy, sound transmission control, mechanical and ventilation; permit application requirements, permit processing times and other construction related questions.
- Maintains permit and complaint records and files.
- Operates computer equipment to maintain inspection records, generate notices and other written materials.
- Monitors construction projects to detect conditions which may require changes in the construction sequence; informs builders of code violations and necessary action for compliance.
- Operates related equipment including calculator, levels, gauges, scales and tape.
- Investigates and resolves complaints concerning alleged violations of City ordinances; assists City departments with concerns related to new and existing structures.
- Maintains knowledge and expertise in the area of construction codes, materials and techniques.

- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.
- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.

Necessary Knowledge, Skills, and Abilities

- Knowledge of International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), state and local construction codes.
- Knowledge of field inspection methods, procedures, and techniques.
- Knowledge of construction procedures and methods.
- Knowledge of plan review procedures.
- Knowledge of report preparation and records maintenance procedures.
- Knowledge of oral and written communication skills.
- Knowledge of technical knowledge of specific systems to be inspected.
- Knowledge of interpersonal skills employing tact, patience and courtesy.
- Knowledge of health and safety regulations.
- Ability to perform field inspections of facilities under construction or alteration.
- Ability to verify compliance with assigned building codes and City ordinances.
- Ability to work and communicate effectively with the public, contractors, developers and co-workers.
- Ability to resolve conflicts in a positive manner.
- Ability to read and interpret codes and plans.
- Ability to work independently with little direct supervision.
- Ability to organize and maintain accurate records.
- Ability to prepare clear and concise correspondence and written materials.
- Ability to walk, stand and climb for extended periods.
- Ability to lift, stoop and carry objects properly.
- Ability to communicate effectively both orally and in writing.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to maintain prompt and regular attendance.
- Ability to observe legal and defensive driving practices.
- Ability to relate to other people beyond giving and receiving instructions.

Education and Experience Requirements

- ICC Residential Building Inspector, Commercial Building Inspector, Residential Plans Examiner and Building Plans Examiner certification required
- Two years of experience in the building construction trades, building technology industry, building inspection, or related field..
Ability to acquire ICC Commercial Mechanical Inspector, Commercial Mechanical Plans Examiner, Fuel Gas Inspector certification within two years of hire. Ability to acquire UPC Inspector and Plans Examiner certification within two years of hire.

- Specialized coursework or training in the building trades desirable.
- Specific experience as a building inspector or plans examiner in a public agency desirable.
- Familiarity with electrical codes and installations highly desirable.

Special Requirements

- Incumbents must possess a valid ICC certification as a Residential and Commercial Plans Examiner and Residential and Commercial Building Inspector and must maintain such certification throughout employment.
- Possession of and the ability to maintain throughout employment a valid Washington State Driver's License with a good driving record.
- Erosion and Sedimentation Control (ESC Lead) certified.
- Valid CPR and first aid or ability to obtain within six months.
- Successful completion of a pre-employment background and criminal history check.
- Successful completion of a pre-employment drug screen.

Working Conditions and Physical Abilities

Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery.

Physical Abilities: Climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally lifting objects up to 50 pounds.

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

Equal Opportunity Employer

- The City of Sedro-Woolley is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.

Application Procedure

Cover letter and resumes are accepted but must be accompanied by completed City of Sedro-Woolley application and received by the closing date. Submit application to City of Sedro-Woolley ATTN: Doug Merriman, City Supervisor, 325 Metcalf Street, Sedro-Woolley WA 98284. Office hours: 8:00 am. - 5:00 pm. Monday – Friday. Applications can be obtained at 325 Metcalf Street, Sedro-Woolley or on our website <http://www.ci.sedro-woolley.wa.us/Home/main.htm>.

Job Description currently under review (February 2021).