

**City of  
EDMONDS  
Washington**

**SENIOR BUILDING INSPECTOR**

<b>Department:</b>	Development Services – Building	<b>Pay Grade:</b>	NE-14
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Building Official/Assistant Building Official

**POSITION PURPOSE:** Under general direction, performs inspections on commercial, industrial, multifamily and residential buildings in the process of construction, alteration or repair for compliance with applicable State and City codes; ensures compliance with codes through inspection, writing correction notices and when required, enforcement action; assists the general public, contractors, and design professionals in explaining code requirements, City policies, ordinances or procedures with regard to building inspection; prepares and maintains daily records related to construction progress, inspections and other work performed and prepares a variety of reports as assigned.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Performs inspections on commercial, multifamily and residential buildings in the process of construction, alteration or repair for compliance with applicable City codes, including adopted Building, Plumbing and Mechanical Codes, Washington State Energy Code and other related codes.
- Verifies compliance with approved plans and specifications and accepted standards of construction.
- Reviews professional geotechnical engineer field reports, special inspections, tests and lab reports related to projects and verifies compliance with manufacturer specifications and installation instructions.
- Issues stop work correction notices upon code violations, notifies Building Official regarding non-compliance and makes recommendations regarding administrative actions as appropriate.
- Prepares and maintains daily records related to construction progress, inspections and other work performed.
- Prepares a variety of reports as assigned and coordinates inspections with City officials and the public.
- Provides building code related information, technical assistance; answers questions by citizens, contractors, designers, and others by phone, in person and in the field.
- Conducts inspections on structures for occupancy approval, fire damage inspection, expired permit inspections, pre- and post-demolition inspections and others as assigned. Prepares related records and reports; maintains daily inspection records.
- Performs evaluations of potentially dangerous building based on adopted criteria and writes detailed inspection reports on findings to assist the Building Official in investigations of abatement.
- Performs complex plan review; serves as Chief Deputy Building Inspector during disaster response.

**Required Knowledge of:**

- Field inspection methods, procedures and techniques including specialized inspection techniques.
- Complex mechanical and ventilation systems, and cross connection and potable water system hazards.

## **JOB DESCRIPTION**

### **Senior Building Inspector**

- Various current building codes and other laws, codes, rules, regulations, and procedures related to inspection and associated activities.
- Construction terminology, procedures, phases, methods, materials, components and techniques.
- Right of entry procedures and State laws regarding private property rights.
- Safe working practices including OSHA/WISHA and City safety regulations and procedures.
- Principles of customer service and public relations.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Effective oral and written communication principles and practices to include public relations.
- Modern office procedures, methods and equipment including using a blueprint machine and computers and computer applications such as: word processing, spreadsheets and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

#### **Required Skill in:**

- Performing accurate and complete field inspections of various types of structures under construction or alteration.
- Reading codes, plans, blueprints, specifications, drawings and other approved permit documents.
- Performing mathematical calculations sufficient to perform assigned responsibilities.
- Resolving complaints and construction issues.
- Compiling and gathering information and producing a variety of detailed reports.
- Utilizing mathematical and computational skills correctly and accurately in order to perform assigned work.
- Interpreting and applying federal, state and local policies, laws and regulations related to area of responsibility.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Working independently with little direction.
- Operating and utilizing various survey equipment and tools; driving a vehicle to various sites.
- Establishing and maintaining effective working relationships with staff, management, outside agencies, community groups, designers, homeowners and the general public.
- Applying program/project management techniques and principles.
- Communicating effectively verbally and in writing, including public relations.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Associates Degree in Building/Construction Technology, Architecture, or related field, the equivalent of two years of college-level coursework in the above areas and five years of experience in conducting building inspections on a variety of commercial and residential building types; preferably in a municipal/governmental environment; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

Valid State of Washington Driver's License.

ICC Building Inspector, Plumbing Inspector and Mechanical Inspector Certifications.

Building Plans Examiner Certification within twelve months from the date of hire.

Successfully complete and pass background check.

**JOB DESCRIPTION**  
**Senior Building Inspector**

**WORKING CONDITIONS:**

**Environment:**

- Indoor and outdoor work environment
- Driving a vehicle to conduct work.

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and survey tools.
- Reading and understanding a variety of materials and conduct inspections.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending ladders and working on scaffolding.
- Walking or otherwise moving over rough or uneven surfaces.
- Kneeling, bending, crouching and crawling, reaching overhead and above shoulders or otherwise positioning oneself to accomplish tasks.
- Ability to wear appropriate personal protective equipment based on required City Policy.

**Hazards:**

- Adverse weather conditions.
- Noise from equipment operation.
- Regular exposure to fumes, dust and odors.
- Working around and with machinery having moving parts.
- Contact with dissatisfied or abusive individuals.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_