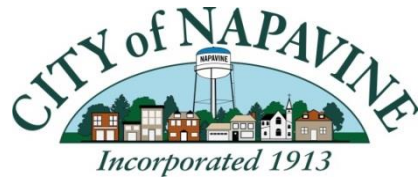


Shawn O'Neill, Mayor



Sharri Salyers, City Clerk
Mary Wood, Treasurer
Chris Salyers, Chief of Police
Bryan Morris, PW/ CD Director

407 Birch Ave SW; P. O. Box 810; Napavine, WA 98565
Phone: (360) 262-3547 Fax: (360) 262-9199
www.cityofnapavine.com

Building Inspector

Department: Community Development/Public Works

FLSA Status: Union/Just Cause

Reports To: Community Development/Public Works Director

Positions Supervises: Support Staff

Job Status: Full Time

Job Type: Regular

Travel Required: Local

Work Schedule:

Monday through Friday
on call 1 weekend a month

POSITION SUMMARY

Under direct supervision of the Community Development Director. Performs technical building inspection and plan examining work to enforce compliance with building codes, regulations and ordinances; research new construction materials and methods; review plans for compliance with city, state and federal rules and regulations; and provide information to and work with the public to resolve problems. Work closely with Public Works Department and assist in water, sewer, streets, and parks. On-call one weekend a month to provide public works emergency services.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set for below to address business needs and changing business practices.

- Inspect commercial and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes, ordinances, and regulations.
- Examine plans and specifications of new construction, additions, and alterations to residential and commercial buildings to determine compliance with the provisions of applicable city, state, federal construction codes, ordinances, rules, and regulations.
- Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances.
- Inspect foundations, concrete, steel, masonry, wood construction, framing, plastering, routine plumbing, heating and electrical installations and large variety of other complex and routine building system elements.
- Conduct inspections of swimming pools at construction site for compliance with regulations, enforce state mandates, as necessary.
- Respond to citizen complaints and concerns; serve due process letters to violators, as necessary.
- Issue notice to comply with violations; maintain records of history of facts for possible legal actions.

- Respond to code and related questions in person, and on the phone.
- Maintain files, records and reports regarding inspection and plan check activities and findings.
- Confer with and provide information and assistance to contractors, builders, and the general public in the field and office. Explain and interpret building requirements, restrictions, applicable codes, ordinances, and zoning regulations.
- Attend and participate in meetings; stay abreast of new trends and innovations in the field of building inspections and plan examination.
- Conduct inspections and review plans seismic safety precautions and code compliance.
- Coordinating with other Departments as required.
- Ability to be a team player with City staff.
- Conduct other related work as directed regarding Community Development/Public Works programs and projects.
- Performs related work as required

SKILLS & ABILITIES

Education: High School Graduate or General Education Degree (GED): Required, Specialized training in the building trades and/or code enforcement desirable.

Preferred Associate degree (two-year college or technical school): Required, Field of Study: in building, technology, construction management, mechanical, electrical, plumbing, or building construction, or related fields.

Experience: Two (2) years journey level experience in the building construction trade, building technology industry, or related fields. Experience conducting building inspections desirable.

Licensing or Certificates: Possession of, or ability to obtain, an appropriate, valid Washington State driver license.

Possession of, or ability to obtain, an appropriate, valid building inspector certificate.

Other Requirements: Knowledge of building-related codes and ordinances enforced by the City, including the uniform building, electrical, plumbing, and mechanical codes. General grading practices. Codes and ordinances related to disabled and public access. Principles and techniques of building inspections and plan review. Major types of building construction, materials, and methods. Accepted safety standards and methods of building construction for commercial and residential buildings. Pertinent federal, state, and local laws, codes, and regulations.

Ability to interpret and apply pertinent federal, state, and local laws, codes, and regulations. Read and interpret complex building plans, specifications and building codes. Determine if construction systems conform to City Code requirements. Apply technical knowledge and follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulations, and standard construction practices. Enforce necessary regulations with fairness and tact. Understand and follow oral and written instructions. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

N (Not Applicable) Activity is not applicable to this position.

O (Occasionally) Position requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Position requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Position requires this activity more than 66% of the time (5.5+ hrs/day)

Physical Demands

Stand	F	Lift/Carry	10 lbs or less	F
Walk	F		11-20 lbs	F
Sit	F		21-50 lbs	O
Manually Manipulate	F		51-100 lbs	O
Grasp	F		Over 100 lbs	O
Reach Outward	F			
Reach Above Shoulder	F	Push/Pull	12 lbs or less	F
Speak	C		13-25 lbs	F
Climb	F		26-40 lbs	F
Crawl	F		41-100 lbs	O
Squat or Kneel	F			
Bend	F			

Other Physical Requirements

- **Environment** – Office, field, and construction site environment; travel from and to site; work at public counter; exposure to noise, dust, and electrical energy.
- **Vision** - see in normal visual range with or without correction; vision sufficient to read computer screens and printed documents; visually inspect work in progress.
- **Sense of Sound** - Perceiving the nature of sounds at normal speaking levels with or without correction
- **Ability to wear** - Personal Protective Equipment (PPE) - ear plugs, hard hats, safety glasses

The City has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisor as deemed appropriate. This document does not represent a contract of employment, and the City reserves the right to change this job description and/or assign tasks for the employee to perform, as the City may deem appropriate.

City Council Approved on this day, ____ Month, _____, 2020