



Building Inspector/Plans Examiner

Class Code:
2160

Bargaining Unit: International Association
of Machinists and Aerospace Workers

CITY OF BAINBRIDGE ISLAND

Revision Date: Sep 10, 2021

SALARY RANGE

\$5,612.00 - \$7,041.00 Monthly
\$67,344.00 - \$84,492.00 Annually

JOB PURPOSE/SUMMARY:

The Building Inspector/Plans Examiner performs plan review and building inspection to ensure compliance with adopted local municipal building codes. Responsibilities include reviewing plans for building code compliance and processing building permit applications, advising the general public on matters relating to construction and other code requirements, and providing technical information to architects, engineers, contractors, and other persons.

About the City of Bainbridge Island

The City of Bainbridge Island is a vibrant community with small-town feel, 52 miles of scenic shoreline and densely forested areas. Our employees are the most important asset in preserving and enhancing the special character of the Island, and in responding to the community's needs. The City provides competitive salaries, outstanding benefits and professional growth opportunities.

City Vision

A healthy Bainbridge Island, now and for future generations.

City Mission

Serve and respond with skill, trust, and care.

City Values

- Stewardship: We manage our resources with intention.
- Professionalism: We bring knowledge to our work and energy to new challenges.
- Connection: Respect and communication are central to our success.
- Balance: Personal well-being improves our work and makes our organization strong.

ESSENTIAL FUNCTIONS:

- Plans day-to-day and project assignments, attends meetings, and together with the Building Official and other colleagues, plan workloads and priorities.
- Inspects buildings during construction to ensure compliance with adopted building codes and other

- applicable municipal codes and ordinances. This includes progressive, customized and other inspection procedures for commercial, residential and public buildings.
- Coordinates and processes building permit applications.
- Investigates complaints and performs inspections of existing buildings to determine if hazardous or illegal conditions exist relating to structures and their use.
- Assists and advises design professionals, contractors, and the general public in matters relating to construction and code requirements; also helps order, prepare, and maintain reference center materials and public information brochures.
- Reviews plans for non-structural code compliance including life-safety, conventional framing, plumbing and mechanical, energy, and accessibility.
- Prepares letters and written reports; meets with design professionals, owners and contractors to review plans; issues notices to correct code violations, issues "stop work" notices and testifies in court regarding violations.
- Maintains timely and regular attendance.
- Other duties as assigned.

PREFERRED QUALIFICATIONS:

Graduation from high school or General Equivalency Diploma, supplemented by continuing education and training in building or engineering and three years of building inspection and/or construction experience; OR any combination of experience, education and training that would provide the level of knowledge and ability required.

Knowledge of:

- Knowledge of municipal building, zoning, and related codes, ordinances, and regulations.
- Knowledge of the Uniform Plumbing, International Building, Residential, Mechanical and Fuel Gas Codes and the Washington State Energy Code.
- Knowledge of inspection techniques and practices.
- Knowledge of all stages of residential and commercial building construction, plumbing, and mechanical installation.
- City organization, operations, policies and procedures.

Ability to:

- Independently recognize, evaluate and properly resolve problems or situations requiring the exercise of good judgment.
- Read and objectively interpret code requirements.
- Resolve field issues offering acceptable alternative solutions.
- Read and interpret architectural drawings, site plans, topographical and structural drawings with actual construction.
- Maintain records and prepare written reports.
- Function well in high stress or emergency situations.
- Remain proficient on code revisions, new codes and update inspector skills and certifications.
- Support and model the identified vision, values and behaviors of the organization.
- Establish and maintain effective working relationships
- Use initiative and independent judgment within established procedural guidelines.
- Operate a personal computer utilizing a variety of standard and specialist software.
- Communicate effectively both orally and in writing.

License and Certification Requirements

- Valid Washington State driver's license is required.
- Successful completion of a pre-employment background check is required.
- Certification as a building inspector, a plumbing inspector, mechanical inspector, and plans examiner within 24 months of hire are required.

ADDITIONAL INFORMATION:

Working Conditions

The regular work schedule is generally Monday through Friday, 8 am to 5 pm. Work is performed both indoors and outdoors. The incumbent may need to work in confined spaces and/or noisy work areas. Driving and field inspections in inclement weather is required. Field inspections may require the ability to stoop, bend, walk over rough ground, crawl and perform other such physical activities. Exposure to hazards is commonplace. Among the hazards encountered are dampness, direct sunlight, dust, pollen, pesticides, insecticides, insect stings, noxious odors, fumes or chemicals and smoke. Hazardous areas routinely encountered include uneven surfaces, open ditches, heavy machinery, confined spaces, construction materials, excessive noise, and vehicle traffic.

Physical Requirements

Continuous repetitive arm/hand movement is essential to performance. The incumbent in this position must be able to discern voice conversation, have the physical ability to perform essential job functions, and have hand-eye coordination sufficient to operate computers, do keyboarding and operate other office equipment. The incumbent must have the ability to produce legible handwritten documents and may need to push, pull, lift and carry up to 20 pounds.