

**JOB DESCRIPTION**

**JOB TITLE:** Building Inspector/Code Enforcement

**DEPARTMENT:** Planning and Community Development

**REPORTS TO:** Building Official

**PRINCIPAL PURPOSE OF JOB:** Reviews the plans and inspects commercial and residential structures (existing structures and those under construction, alteration, or repair) to make sure the structure and /or property complies with applicable requirements, regulations, ordinances, and codes.

**LEVEL OF AUTHORITY:** Performs regular and recurring duties with only general supervision, and exercises latitude and judgement in the application of general procedures and policies. Receives closer supervision when performing new and more complex work.

**WORK ENVIRONMENT:** Work is performed both indoors and outdoors. On occasion, candidate may be outdoors for extended periods of time in all kinds of weather conditions. This position is a full time position requiring a minimum of 40 hours per week. The nature of the position excludes outside or added employment.

**ESSENTIAL JOB FUNCTIONS:**

1. Inspect properties for compliance with building code, plumbing code, mechanical code, land use codes, nuisance code, sensitive area requirements and sign code as directed by the Building Official.
2. Coordinate inspections and recommendations with contractors and other individuals involved in construction and remodeling.
3. Coordinate inspections and recommendations with other City agencies.
4. Keep track of work in progress to make sure codes, regulations, and sound construction practices are being observed.
5. Inspect proposed building plans to assure compliance with Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, Washington State Energy Code, Uniform Fire Code, and zoning ordinance.
6. Maintain accurate records of construction, results of inspections, and compliance with applicable codes.

7. Investigate and resolve citizen complaints within scope of authority. Respond courteously to complaints outside scope of authority and refer to the appropriate person.
8. Prepare written reports to owners, architects, engineers, contractors, general public and other City agencies.
9. Communicate effectively with building owners, contractors, and the public to explain codes, why the codes exist, and how the public benefits from their enforcement.
10. Where public health, safety, or welfare may be in jeopardy, recommend the initiation of abatement proceedings to the Building Official.
11. Inspect structures damaged by natural and other causes, such as fire, high wind, or earthquake, where there are life and safety concerns.
12. As appropriate, devise and recommend improved tools, methods, and procedures to accomplish work assignments.
13. At all times perform work in accordance with sound safety practices and make recommendations for improved safety.
14. Apply basic computer skills to do computations and record keeping for code compliance.

**ADDITIONAL JOB FUNCTIONS:**

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

**QUALIFICATIONS:**

Technical

1. Must have certification by International Conference of Building Officials as a building inspector.
2. Must have considerable knowledge of the Uniform Building Code, Mechanical Code, Plumbing Code, Uniform Fire Code and Washington State Energy Code as applicable to the duties of the job.
3. Prefer knowledge of engineering calculations used in performing structural design and in ensuring life and safety requirements.

4. Must be able to read and understand blueprints, ordinances, and construction laws, and to identify areas of noncompliance with fire and life safety codes.
5. Must be able to identify deficiencies in plans and structures, and to specify need for corrections for inadequate structural, mechanical, and plumbing design.
6. Prefer at least three years of current journey level experience in building construction.
7. Prefer experience and/or training as a building inspector with a jurisdiction.
8. Must hold a valid Washington State driver's license.
8. Must be able to solve problems using deductive reasoning.
9. Must be able to exercise judgement under stress.
10. Must be able to maintain confidentiality of critical information.
11. Must be able to understand and follow both oral and written instructions.
12. Must have or obtain within 6 months of employment a basic first aid card and CPR certification.
13. Must have high school diploma or an equivalent certification.

#### Physical Capabilities

1. Requires ability to spend substantial time driving from site to site and getting in and out of vehicle throughout the day.
2. Must be able to make access into, under, and around structures by crawling in confined spaces, climbing, navigating difficult terrain, and stooping for prolonged periods as necessary to conduct a thorough inspection.
3. Must be able to make visual inspections in structures that are dimly lit and to visually inspect (sometimes-confusing members) of a structure in various stages of completion.
4. Must have hearing ability sufficient, for example, to monitor radio and to hear safety warnings on a building site.
5. Must have physical ability to carry and set up ladders.

**OTHER:**

1. As a condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products in any form while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
3. Following an offer of employment, and prior to starting work, individuals may be required to have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

*Are you able to perform the essential functions of this job with or without accommodation?*

Yes                  No

*If testing is required, will accommodation be necessary?*

Yes                  No

Signature\_\_\_\_\_

Date\_\_\_\_\_