



# CITY OF EDGEWOOD

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## COMBINATION BUILDING INSPECTOR/PLANS EXAMINER - Job Description

**Department: Community Development**

**Salary Range: \$5,404 – \$7,376/mo.**

**Opening Date: 02/14/18**

**Closing Date: Open until Filled**

**This position is a full-time, non-union, FLSA non-exempt position.**

### **GENERAL SCOPE OF WORK:**

The Combination Building Inspector/Plans Examiner performs plan reviews and inspection of commercial, residential, and public buildings to ensure compliance with adopted local municipal building codes. Responsibilities vary depending on building inspection scheduling and specialty factors, 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. Work is performed independently and may include coordinating efforts with colleagues or coaching other employees.

### **ESSENTIAL JOB FUNCTIONS:**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable performance of these essential functions.

1. Plans day-to-day and project assignments, attends meetings, and together with the Building Official and other colleagues, plans workloads and priorities.
2. 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.
3. Coordinates and processes building permit applications.
4. Investigates complaints and performs inspections of existing buildings to determine if hazardous or illegal conditions exist relating to structures and their use.
5. 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.
6. Reviews plans for non-structural code compliance including life-safety, conventional framing, plumbing and mechanical, energy, and accessibility.
7. Prepares letters and written reports; meets with design professionals, owners, and contractors to review plans; and, as may be required, issues notices to correct code violations, issues "stop work" notices, and testifies in court regarding violations.

8. Attends professional seminars, meetings and training as required; ensure that all required licenses or certifications are obtained and maintained.
9. Provides support as needed at pre-application meetings regarding the City's building processes, codes, and permitting procedures.
10. Provides excellent customer service and respond to questions from the public over the telephone, by email, and in person relating to the requirements of codes and building issues.
11. Performs designated duties of the Building Official in the Building Officials absence; to include performing office and filing tasks and helping train new employees.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

**Required**

1. Five (5) years construction inspection, permitting, or plan review experience; OR, any combination of training or experience that provides the required knowledge and abilities. Must pass job related tests.
2. Certification as a building inspector, a plumbing inspector, mechanical inspector, or plans examiner; with the ability to obtain the remaining certifications within twelve (12) months of hire.
3. Knowledge of modern office and clerical practices and procedures and skills in the operation of personal computer, including word processing and permitting software, calculator, ruler, copier, fax machine, and telephone.
4. Ability to read and interpret plans, blueprints and specifications and compare these with construction in process or with provisions of codes.
5. Ability to work in a variety of weather conditions.
6. Ability to operate a City vehicle. A valid Washington State Drivers' License is required on the first day of employment and documentation to fulfill the requirements of the Immigration and Nationality Act is mandatory within 3 days of employment.
7. Ability to communicate effectively orally and in writing.
8. Ability to detect inferior materials and construction techniques that pose a structural safety hazard in the construction of buildings.
9. Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.

**Preferred**

1. Five (5) years of experience performing on-site building inspections.
2. Five (5) years of experience working as a plans examiner in a public agency.
3. Possession of a valid ICBO or ICC certification as a Plans Examiner.

**SPECIAL CONSIDERATIONS:**

The incumbent will be joining an organization with fewer than 20 full-time positions. As a small and nimble organization, the City of Edgewood needs to develop and implement an effective succession plan. This position is anticipated to become a key member of the City's Building Inspections division. A hiring objective for this position is to find an employee that will be competently qualified to become a Building Official within 18 months in order to meet the goals of the Community Development Department's succession plan.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position. Work is performed in both field and office settings. This position requires ability to transport oneself to a variety of locations, primarily in and around Pierce County.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office and field equipment. The employee is occasionally required to sit, climb stairs or ladders, or balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk and hear. The employee may occasionally be required to lift or move up to 50 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Duties are performed both indoors and outdoors under a variety of weather and environmental conditions, including wind, mud, rain, and snow. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some night meetings may be required. The work environment is fast-paced and moderate to very noisy.

**ACKNOWLEDGEMENTS:**

The statements contained herein 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, but 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.

**This position description does not constitute a contract for employment. It is subject to change by the City as the needs of the City and requirements change.**

**The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.**

If you meet the minimum qualifications and are interested in applying for this position, please send a cover letter, resume, and signed EOCC statement to:

**City of Edgewood  
Human Resources  
2224 104<sup>th</sup> Ave E  
Edgewood, WA 98372-1513**

Submittals may also be e-mailed to [humanresources@cityofedgewood.org](mailto:humanresources@cityofedgewood.org).

Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at [humanresources@cityofedgewood.org](mailto:humanresources@cityofedgewood.org).