



BUILDING INSPECTOR- LEAD

Department: Planning and Public Works

Job Class: 700800

Pay Range: Professional 08

FLSA: Non-exempt

Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is skilled technical inspection and lead work in the Building Safety Division in the Planning and Public Works Department. The Lead Inspector classification is responsible for assigning and monitoring the work of other employees and performing complex inspection of buildings and other structures to ensure compliance with established County specifications and requirements. Responsibilities include, ensuring accuracy and compliance with the IBC, IRC, IMC, UPC, WSEC & VIAQ, Codes, Mobile Home installations and other County policies through building inspections. This is primarily field work of a technical nature with considerable public contact. Latitude is given in the area of assigning and monitoring the work of others and assignment completion.

SERIES CONCEPT: This is the final level of a two classification series. This classification is distinguished from the Building Inspector classification by exercising generalized authority to assign work to others and to ensure deadlines and accuracy are met. Incumbents are expected to refer difficult matters to superiors.

ESSENTIAL FUNCTIONS:

- Investigates public generated complaints routed through code enforcement, prepare files & written correspondence and respond to phone calls from the public regarding cases.
- Inspects and evaluates buildings or other structures to determine compliance with County code and initiates and follows through on actions to correct situations of noncompliance.
- Responds to phone calls from the public requesting information regarding County codes and legal specifications or requirements.
- Assigns work to a specific work unit and ensures tasks are completed correctly and timely.
- Handles complaints regarding inspectional work.
- Reviews and/or prepares detailed and accurate reports of inspections, investigations and field visits, maintains and reviews records, prepares correspondence, assists office staff.
- Inspects buildings under construction, alteration or repair for compliance with building, energy and accessibility, and zoning requirements.
- Inspects plumbing installations during construction and examines completed installations for workmanship. Checks for appropriate permits and contractor licenses.
- Inspects and evaluates heating, refrigeration and air conditioning unit installations for compliance with mechanical codes.
- Inspects mobile homes and mobile home parks to ensure compliance with County codes.
- Provides input on performance evaluations.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meets the traveling requirements of the position.
- Performs the physical requirements of the position; works within the established working conditions of the position.
- Works a flexible schedule, which may include evening, weekends, holidays and overtime.

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OTHER JOB FUNCTIONS:

- Perform other job functions as assigned

SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. This position does not supervise other employees. However, incumbents are responsible to lead and assign work to other employees for conformance to codes, ordinances, internal procedures and timeliness. Work is reviewed in progress and upon completion by an administrative superior

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Lead Inspector works in the field under adverse weather conditions. However, office work is required. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis. Attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of sitting while operating a vehicle and maneuvering over uneven terrain are required. Work is subject to frequent contact with hostile customers, builders, developers and severe weather.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is frequent walking, sitting, bending/stooping, climbing, pushing/pulling and minimal lifting associated with the classification as it is currently performed. Requires the ability to maneuver across uneven terrain, work in confined areas and scale various heights. Ability to travel and attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- State and County regulations and ordinances, including knowledge of building, housing, mechanical, and plumbing codes.
- Various construction materials and methods.

Skill in:

- "Hands On" experience working as or for a commercial contractor in the construction industry is desirable.

Ability to:

- Read and interpret plans, blueprints, specifications and the ability to compare them with construction and uncover discrepancies or problems.
- Detect poor workmanship, inferior materials and safety or fire hazards; ability to ascertain stages of installation or construction when defects are most easily found and remedied.
- Advise on code requirements.
- Plan, assign and coordinate work of other co-workers.
- Understand and follow instructions.
- Maintain accurate records and to prepare written reports.
- Understand other related permit functions.
- Work effectively and productively with others.

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- Communicate effectively both orally and in writing to audiences of various social, educational and economic backgrounds.
- Operate computer, prepare correspondence using Microsoft word and learn other county programs
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential functions of the classification.
- Maintain regular and predictable attendance.

MINIMUM REQUIREMENTS TO APPLY:

An Associate of Arts degree in Construction Technology or related field and three or more years of experience in building/construction inspection, general construction, plans examining or related field. I.C.C., I.A.P.M.O., or equivalent state certification in building, plumbing or mechanical inspection is required. Minimum of 2 certifications are required at time of application and the third certification obtained within 180 days of hire.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A “Complete Driver’s Abstract” issued by the Department of Licensing, demonstrating a clean driving record may be required. A safe driving record is one which shows six (6) or fewer points in the past three years.

SPECIAL NOTE: Steps 1 through 6 of the pay range are merit increases based upon performance evaluation. Step 7/8 is a merit increase based upon performance evaluation and receipt of a 2nd ICC/IAPMO certification in one of the three areas, Plans Examiner, Plumbing, or Mechanical. Step 9/10 is a merit increase based upon performance evaluation and receipt of a 3rd ICC/IAPMO certification in the areas of Plans Examiner, Plumbing, and Mechanical. An employee at step 9 may progress to step 10 upon satisfactory completion of (26) accruable pay cycles.

Failure to maintain required certification(s) and/or failure to maintain acceptable performance shall result in loss of merit pay at either steps "7/8" or "9/10".