

**Walla Walla County
Position Description**

JOB TITLE: Building Inspector

DEPARTMENT: Community Development

REPORTS TO: Director

PAY GRADE: 5, Full-time (40 hours/week); Courthouse Union; Benefits Apply

JOB SUMMARY: Inspects construction work, installation methods, and materials to determine and assure compliance with building, fire, plumbing, mechanical and related County, City, State and national construction codes, ordinances, regulations and safety standards. The Building Inspector also investigates public complaints. Work is performed under the policies and administrative guidance of the Building Official.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

ESSENTIAL FUNCTIONS:

- Performs residential, commercial, and industrial on-site inspections at various stages of construction, alterations and repair.
- Assures compliance with County codes and ordinances, safety standards, State and national codes, International Building Codes (IBC), plumbing, mechanical and fire codes, regulations for barrier free facilities, energy, swimming pools and spas.
- Re-inspects to assure correction of noted violations.
- Suspends work at construction sites if violations have not been corrected within allotted time lines.
- Interprets and explains ordinances, codes and regulations.
- Communicates with fire, law enforcement, water, sewer, and other community and governmental agencies.
- Maintains knowledge of changes in construction codes.
- Responds to public and contractor questions concerning interpretation of building codes and construction issues.
- Investigates and resolves complaints.

EXAMPLE OF DUTIES:

- Performs plan checks of construction plans.
- Issuance of building permits.
- Determines compliance with building codes.
- Advises Community Development Director on building code matters.
- Prepares proposed code amendments and policies.
- Locates illegal construction.
- Re-inspects construction projects to assure correction of noted violations.
- Writes detailed correction notices with code violations are discovered.
- Other duties as assigned.

EQUIPMENT TO BE USED: Operate a variety of office machines, including typewriter, adding machine, copy machine, computer (PC), fax machines, and other related office equipment.

WORKING ENVIRONMENT / PHYSICAL ABILITIES: Work is performed both within an office setting and out of the office at construction and inspection sites. Inspector is required to climb ladder, walk on scaffolding, enter crawl spaces under structures and operate a motor vehicle. Required to sit and/or stand for extended periods of time. Require sufficient hearing and speech ability to communicate verbally. Require manual dexterity and visual acuity to operate a computer, telephone, and peripherals.

KNOWLEDGE AND ABILITIES:

- Knowledge of applicable federal, state and local laws, codes, ordinances, regulations, policies and procedures related to building inspection and code compliance.
- Knowledge of design and engineering principles and practices.
- Knowledge of report preparation and records maintenance procedures.
- Knowledge of interpersonal skills.
- Knowledge of County organization, operations, policies, and objectives.
- Knowledge of operations of a computer and related permitting software.
- Ability to provide information and technical assistance to builders, engineers, architects, developers and the general public related to code standards.
- Ability to read, interpret, apply, and explain regulations, codes, plans, policies, and procedures.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to prepare clear and concise correspondence and written materials.
- Ability to work independently with little direction.
- Ability to perform essential functions of the positions.
- Ability to use tact and diplomacy in dealing with public.

EDUCATION AND EXPERIENCE: Two (2) years' journey-level experience in construction trades, and/or two (2) years' college-level of trade school work in Structural Engineering, Construction Technology, Architecture, Building Inspection Technology, or a related field. One (1) year experience performing building inspections.

LICENSES AND OTHER REQUIREMENTS: Must successfully pass a background check and a driving record check. Valid driver's license and driving record acceptable to the County insurance carrier required. Must possess or obtain ICC certification as a Building Inspector with Plumbing and Mechanical certification within two (2) years of hire date.

THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.