

CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Building Inspector II
Department: Community Development
Division: Building
Date: September 13, 2022

Job Code Number: 355
Grade Number: 14
FLSA Status: Non Exempt
Location: City Hall

GENERAL PURPOSE

Performs a variety of routine and complex technical work inspecting building construction to verify that the International and State building codes and other related codes requirements are satisfied.

SUPERVISION RECEIVED:

Works under the general supervision of the Assistant Building Official.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforces adopted building codes and building-related codes, including the State adoption of the International Codes, Uniform Plumbing Code, State Energy and Ventilation codes, and other locally adopted codes, including the Spokane Valley Municipal Code.

Performs on-site inspections of construction, including framing, plumbing, mechanical and lighting systems, etc. to verify compliance with code. Issues correction notices and stop work orders as necessary.

Performs review of construction plan drawings, specifications, and product data, and special inspection/material testing reports for compliance with adopted codes.

Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.

Assists in researching code issues and complaints regarding commercial and residential buildings. Responds to code issues.

Assists in resolving customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

PERIPHERAL DUTIES

Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

Explains, interprets, and provides assistance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, citizens, builders, and other interested parties.

Performs the duties of a plans examiner, as needed and qualified.

Serves as a member of various staff committees as assigned.

Performs other similar and related duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from a standard senior high school or GED equivalent; and
- (B) Five (5) years of experience in general construction and related fields; including at least two years experience as a certified building inspector; or
- (C) Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of International and State Building codes as well as general construction practices; thorough knowledge of carpentry; considerable knowledge of concrete placement practices, mechanical and plumbing systems and skill in applying zoning and land use regulations;
- (B) Skill in the operation of the listed equipment; skill in applying codes to building issues;
- (C) Ability to work well with the public, city staff, and with contractors; ability to read and understand plans and permit documents; ability to communicate effectively orally and in writing.
- (D) A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

SPECIAL REQUIREMENTS

A valid state driver's license or the ability to obtain one by start of employment is required. One or more I.C.C. certifications, including building inspector.

TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; ladder or scaffolding; tape measure.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Most work is performed outdoors on a variety of land use developments and construction sites. Work is performed occasionally in an office environment. Hand-eye coordination is necessary to operate computers, office equipment and other tools.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, climb, balance, stoop, kneel, crouch, or crawl; use hands to handle, feel or operate objects, tools, or controls; reach with hands and arms; speak and hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to focus at various distances.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to hazards associated with construction sites e.g. obstacles, heights, open trenches, heavy equipment and other moving mechanical equipment, etc. The employee works in outside weather conditions and is exposed to freezing, wet and/or humid, and hot conditions; may be exposed to potentially hazardous materials and equipment, fumes or vapors, and airborne particles. Work is occasionally in an office environment.

The noise level in the work environment is moderate to loud when working in the field and normal office levels when working in the office.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: 
Human Resources Director

Approval: 
City Manager

Effective Date: September 20, 2022

Revision History: July 21, 2005 Established