

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Building Inspector I  
Department: Community Development  
Division: Building  
Date: May 13, 2003

Job Code Number: 360  
Grade Number: 13  
FLSA Status: Non Exempt  
Location: City Hall

### GENERAL PURPOSE

Performs a variety of routine and complex technical work inspecting building construction to insure that the Uniform Building Code and other related codes and standards are met.

### SUPERVISION RECEIVED:

Works under the general supervision of the Building Official.

### SUPERVISION EXERCISED

None.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Enforces building related codes, including (list all those applicable to this position in your jurisdiction) Uniform Building Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and local codes such as sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.

Performs on-site inspections of a variety of building construction, which may include footings, foundations, framing, plumbing, or mechanical systems, etc.

Examines general framing and structure of buildings to insure that corners are tied in place, that trusses are tied down and set at proper distances, that floor joists are set at right distances and proper spans, and that bridging is put up and in place, and that the general quality and grade of lumber used in construction is standard, etc.

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

Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Assists in resolving complex and sensitive 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 guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

May performs the duties of a permit specialist, plans examiner, or mechanical, plumbing or other inspector as needed and qualified.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- (A) Graduation from a standard senior high school or GED equivalent; and
- (B) Three (3) years of experience in general construction and related fields; or
- (C) Any equivalent combination of education and experience. Additional experience may substitute for the required education on a year for year basis.

### Necessary knowledge, Skills and Abilities:

(A) Thorough knowledge of Uniform Building and general construction codes, and a thorough knowledge of carpentry; Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of national uniform building codes; Some knowledge of zoning and land use applications;

(B) Skill in the operation of the listed equipment; and

(C) Ability to work well with the public and with local contractors; Ability to read and understand complicated plans and blueprints; 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 Washington State driver's license, or ability to obtain one by start of employment. One or more I.C.B.O 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.

Work is performed occasionally in office settings. Most work is performed outdoors in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

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

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## 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 occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

## 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 Manager

Approval: \_\_\_\_\_  
City Manager

Effective Date: May 13, 2003

Revision History: