

**CITY OF WEST RICHLAND  
JOB DESCRIPTION**

**Job Title:** Building Inspector/Code Enforcement Officer

**Department:** Community and Economic Development

**Reports To:** Building Official

**FLSA Status:** Exempt

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**Approved By:** Brent Gerry

**Approved Date:** October 14, 2016

**Summary**

Under general supervision of the Community & Economic Development Director and under the direct supervision of the Building Official this position performs general inspections and enforcement activities pertaining to the construction, alteration and repair of commercial and residential structures to ensure building, plumbing, mechanical, energy conservation and all other applicable codes and standards are met. Responsible for investigating violation of, and pursuing compliance of, West Richland Municipal Codes dealing with residential, commercial and industrial zoning requirements; weeds, signs; nuisances; and illegal dumping. Will perform plan reviews for commercial and residential plans/specifications for compliance with building, mechanical, plumbing and related code requirements and other regulations. This position performs related work as required within the context of City of West Richland standards, codes, policies and procedures.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Inspect residential, commercial, industrial, and other buildings during and after construction to ensure compliance with approved plans and compliance with local, state and federal ordinances and laws.
- Administer, interpret and enforce the International Building Code, the International Fire Code, International Mechanical Code, Uniform Plumbing Code, International Residential Code, the Municipal Code, and all other applicable regulations.
- Maintain accurate records and documentation of all inspections for use by administrative or judicial authorities.
- Conduct Code Enforcement actions as required, requested, or necessary, as a part of daily duties.

- Plans Examiner duties include but are not limited to: review of construction plans for compliance with applicable codes and issue building permits; complete forms necessary for the issuance of the permits.
- Provide pertinent information to contractors and the public relative to applications and issuance of building permits.
- Answer Building Code questions from citizens, architects, engineers, developers, and contractors.
- Provide instruction over the phone, by email, or in person concerning the application and intent of code requirements to both residential and commercial projects.
- Complete documents on construction sites, giving instructions, and record results of inspections for permanent records.
- Plan review of commercial and residential plans for compliance with building, mechanical, plumbing land use and related code requirements.
- Coordinate with Planning staff to perform zoning plan review. Coordinate information sharing with other City departments.
- Coordinate permit issuance with other department staff.
- Perform field inspections.
- Prepare written correspondence and reports.
- Perform occasional inspections of zoning violations.
- Assist at front counter when needed.
- Interact cooperatively, and establish and maintain effective working relationships with other employees, elected officials, contractors, community organizations and the general public.
- Present a positive, friendly image to the public using tact, courtesy, and good judgement.
- Periodic attendance at night meetings.
- May be called upon to perform the duties of Acting Building Official in their absence.
- Perform other duties as assigned by the Department Director or Building Official.

### **Education and/or Experience**

High school diploma or equivalent and one year experience in building trades or satisfactory completion of building inspector training.

### **Certification, Licenses, Registrations**

Must possess International Code Council (ICC) certification as building inspector or the ability to acquire certificate within twelve months of appointment. Valid Washington State driver's license and insurable driving record.

Residential and commercial Mechanical Inspector and Plumbing Inspector Certifications are desired.

## **Other Knowledge, Skills and Abilities**

### **Knowledge of:**

- Building design and construction.
- Working knowledge of applicable laws, codes and ordinances affecting building codes, construction, zoning, and building inspection.
- Ability to read and interpret blueprints and/or construction drawings, structural calculations, construction specifications, energy code compliance forms and other documents relative to the approval of building projects from application through final inspection.

### **Skills In:**

- Excellent written and verbal communication skills and the ability to communicate professionally and courteously with permit holders, contractors, vendors and the general public.

### **Ability to:**

- Ability to use a personal computer and related software applications as required by the job.
- Ability to demonstrate sound judgment.
- Ability to work under pressure and deadlines.
- Ability to follow instructions and work independently with little supervision.
- Ability to work in a positive and professional manner with the public and staff.
- Must be able to maintain accurate files.
- Must be able to tactfully handle sensitive or confidential materials.

### **SUPERVISION:**

This position has no supervisory responsibility

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

#### **Core**

**Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class.

Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

**Be Accountable for Performance:** Actively shows responsibility, reliability and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

**Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

**Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

**Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

### **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

### **Mathematical Skills**

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

### **Computer Skills**

To perform this job successfully, an individual should have knowledge of a building permit software; Microsoft Excel and Word.

**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.

Primary work is done in the field, including climbing ladders, walking on uneven ground and surfaces, crawling under buildings and performing motions/adapting to situations between those extremes. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, and crawl. The position entails inside desk work, data entry, and tending to paper work. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**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 frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.