City of Bellingham
Classification Specification

CLASS TITLE	**Building Inspector I, Building Inspector II**
DEPARTMENT	**Planning\Building Services**
UNION:	**1937**
SG:	**113/114**
CS:	**Entry/Promotional**
FLSA:	**Y**
EEO/SOC CODE:	**TE/47-4011**

Building Services Division

NATURE OF WORK:

Inspects residential, commercial and industrial buildings. In accordance with established procedures, evaluates structural, plumbing, mechanical, and other building systems for compliance with applicable codes and other regulations related to the safety, health and welfare of the public. The person in this position approves or disapproves the work completed by a contractor or builder. Notes problems or code violations and makes recommendations to the contractor on how to make corrections to meet the code(s).

DISTINGUISHING CHARACTERISTICS:

Building Inspector I:

This is an entry journey level position in the building inspector series. The Building Inspector I inspects uncomplicated to moderately complex projects and evaluates plumbing, mechanical and building systems. A person hired into this position will receive additional training and will work under close direction from the Senior Building Inspector. An individual in this position will move to the Building Inspector II level in a non-competitive promotion upon completing 3 years as a Building Inspector I and obtaining International Code Council (ICC) Residential and Commercial Building, Plumbing and Mechanical Inspector certifications. International Association of Plumbing and Mechanical Officials (IAPMO) Plumbing Inspector certification may be substituted for ICC Residential and Commercial Plumbing inspector certifications.

Building Inspector II:

This is a full journey level position in the building inspector series. In accordance with established procedures, the Building Inspector II is expected to perform the full range of routine to complex inspections on residential, commercial and industrial projects under construction. The work can include specialized structural systems and components. The Inspector II evaluates plumbing, mechanical and building systems for compliance with applicable codes. Note: A person with the requisite experience and training may be hired in at the Inspector II level.

SUPERVISORY RELATIONSHIPS:

Reports to the Building Official. Receives direction and assignments from the Senior Inspector.

ESSENTIAL FUNCTIONS:

1. Inspects buildings under construction. Approves or disapproves work observed, issues correction notices, issues stop work orders, generates inspection records to confirm and document that each aspect of construction, alteration or repair complies with applicable codes, regulations, policies and approved plans.

2. Inspections include foundations, reinforcement, framing, structural steel, masonry, plumbing, mechanical, energy conservation, barrier-free or similar systems, components, appliances, equipment and installations, in commercial and residential buildings.

3. Investigates and resolves complaints and reports of code violations, work done without the required permits and inspections, or other health, life-safety and nuisance problems.

4. Generates written or computer-based records, reports or other documentation regarding inspections, compliance and enforcement activities. May appear in court to testify regarding code violations and observations.

5. Assists and advises the general public and other agencies in matters related to code requirements and permit procedures.

6. Researches information necessary to fully inspect and understand new products, materials and regulations encountered in the inspection process.

ADDITIONAL WORK PERFORMED:

1. As assigned and on a back-up basis, reviews and corrects plans and specifications to assure compliance with relevant regulations.

2. Offers suggestions, devises solutions, identifies alternatives, and otherwise aides in the efficient, creative, and helpful application of regulatory intent to a variety of problematic circumstances.

3. Uses electronic communication systems and automated data management systems as necessary to access, capture and utilize information in the performance of inspection related tasks.

4. Collects and reviews special inspection reports from other agencies.

5. Conducts pre-construction conferences with parties involved in complicated projects.

6. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge:

- Knowledge and skills in planning, organizing, and time management and the ability to organize work to meet deadlines.
- Good working knowledge of construction materials and methods.

Skills:

- Interpersonal skills and sensitivity, assertiveness, stress tolerance, and composure to function effectively in stressful and/or confrontational situations.
- Good oral and written communication skills

Abilities:

- Ability to interpret plans, specifications and engineering drawings and compare them to construction in progress.
- Ability to communicate effectively and provide clear, concise explanations of procedures and regulations and to deal with the public using courtesy, empathy and tact.
- Ability to utilize computerized permit management resources and other office equipment.
- Ability to exercise good judgement and to tactfully resolve problems with citizens, staff, and others with whom inspectors interact including professional clientele and government agencies.
- Ability to handle several tasks simultaneously and to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to work independently in carrying out position responsibilities.
- Ability to prepare, route, maintain, update and otherwise provide complete, accurate records as required by the inspection process and other code enforcement activities.
- Ability and knowledge to conduct inspection duties in accordance with commonly established safety practices and policies.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform the essential functions of the job including:
    - the ability to lift and carry approximately 40 pounds
    -mobility necessary to safely move about construction sites and stand, sit, or bend in awkward positions.
    -the ability to lift and carry objects up to forty (40) pounds

WORKING ENVIRONMENT:

Work is shared between office and field environments in a frequently stressful atmosphere. Office work is performed at the public counter or in an office setting, using computers, phones and other office equipment. Field work is performed at construction sites in various states of completion, where safety shoes are always required, hard hats are frequently mandatory, and standard safety practices are always expected. Construction projects frequently require climbing ladders, construction stairs, scaffolding and steep sites. Access to under floor areas and attic spaces require bending, kneeling and crawling. Lighting may be limited, movement may be restricted, loud noises may be present, and terrain may be rugged. Sites may be wet and slippery. All weather conditions should be expected. Inspectors should expect to enter and exit their vehicle many times each day. May involve lifting and carrying paper files, large rolls of plans, or boxes of records weighing up to approximately 40 pounds.

EXPERIENCE AND TRAINING REQUIREMENTS FOR BUILDING INSPECTOR I:

- High school graduation or equivalency (GED).
- International Code Council (ICC) Residential Building Inspector certification or Residential Plans Examiner certification required at time of hire
- A minimum of three years of journey level experience in building construction trades; or an equivalent combination of experience and training that provides the applicant with the knowledge and skills to perform the job required.
- Experience and/or training as a building inspector with a municipality is preferred.
- Other recognized certifications from ICC or Washington Association of Building Officials (WABO) are desirable.
- Must secure and maintain the following certifications within one year of hire:
    - ICC Residential Building Inspector Certification
    - ICC Residential Mechanical Inspector Certification
    - ICC Residential Plumbing Inspector Certification or IAPMO Plumbing Inspector Certification

EXPERIENCE AND TRAINING REQUIREMENT FOR BUILDING INSPECTOR II:

- Three years of experience as a building inspector with a municipality.
- ICC Residential and Commercial Building Inspector Certification
- ICC Residential and Commercial Mechanical Inspector Certification
- ICC Residential and Commercial Plumbing Inspector Certification (IAPMO Plumbing Inspector Certification may substitute for ICC Residential and Commercial Plumbing Inspector Certifications)

NECESSARY SPECIAL REQUIREMENTS:

- Valid Washington State driver's license at time of hire.
- Good driving record. Candidate considered for hire must submit an abstract of his/her driving record for the past three years.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Failure to secure required certifications or meet skill standards within established time limits will result in dismissal.

PREPARED BY: Preston Burris
Steve Mahaffey
12/97

REVIEWED BY:
Rick Sepler, Planning Director

REVISED BY: Renée Mueller
Ameleah Sullivan
2/16

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