City of Bellingham
Classification Specification

CLASS TITLE	**Senior Building Inspector**
DEPARTMENT	**Planning\Building Services**
UNION:	**1937**
SG:	**116**
CS:	**Promotional**
FLSA:	**Y**
EEO/SOC CODE:	**TE/47-4010**

NATURE OF WORK:

This is the lead position in the building inspector series. The Senior Inspector assigns daily inspections as well as plans major project assignments for staff. Provides training and orientation of new Building Inspectors. The Senior Inspector performs the full range of combination inspections on residential, commercial and industrial projects as the Building Inspector II and is responsible for the most sensitive and complex projects.

DISTINGUISHING CHARACTERISTICS:

The Senior Building Inspector position acts as a lead worker. Assigns daily inspections as well as plans major project assignments for staff. Provides work scheduling, training and technical resource services to assist in supervisory activities and ensure efficient operation of Building Inspection services. Promotion to this classification is not automatic and vacancies will be filled through a competitive selection process.

SUPERVISORY RELATIONSHIPS:

Reports to the Building Official.

ESSENTIAL FUNCTIONS:

1. Performs "essential functions" as described for Building Inspector I and II.

2. Assigns daily inspection requests in a manner designed to achieve consistency of inspections, quickest possible response to requests, efficient use of inspection resources and equitable balance of workload among inspectors.

3. Assigns inspectors to major projects.

4. Works with the Planning Code Compliance Officer with investigations and complaints of building, plumbing, electrical, mechanical and property maintenance code violations, then assigns to inspector staff.

5. Helps design and provides training and orientation of new inspectors. Provides direction to Building Inspectors and assists them in achieving appropriate solutions to field problems.

6. Identifies specific needs for code clarification and/or interpretation.

7. Suggests changes in process, organization and procedures which would improve service, efficiency and workplace conditions.

8. Works with Building Official to schedule and facilitate inspector and plans examiner technical meetings.

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

10. Assists in motivating and guiding inspector staff.

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 aids in the efficient, creative, and helpful application of regulatory intent to a variety of problematic circumstances.

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

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

5. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

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

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

Ability to:
- 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:
    - move and transport approximately 40 pounds;
    - move about construction sites and position self in awkward positions.

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 on construction sites in all phases of construction, where personal protection equipment and standard safety practices are always expected and frequently mandatory. 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 40 pounds.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school graduation or equivalency (GED).
- 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)
- At least 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.
- Four (4) years experience as a Building Inspector with the City of Bellingham, or an equivalent position with another municipality.

  OR

  Three (3) years experience as a Building Inspector with the City of Bellingham, with at least two (2) of the three (3) years experience as a Building Inspector II, or an equivalent position within another municipality

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 maintain 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: Sean Angeley
Ryan Delker
1/20

COMMISSION APPROVAL: February 12, 2020

FI0242