



Senior Building Inspector

DEFINITION

Under general direction, implement the programs and activities of the Community Development Department's Building Division including permit issuance, plan review, and building inspection; and provide responsible and complex administrative support to the Department Head. For purposes of issuing permits, inspections, plan reviewing, and enforcing the City codes, this position will perform the duties of building official and code official.

SUPERVISION RECEIVED

Reports to the Director of Community Development.

SUPERVISION EXERCISED

May exercise direct supervision over technical and administrative support staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Implement, and enforce plan review, permit issuance, and inspection for the following codes and ordinances: International Building Code, International Mechanical Code, International Property Maintenance Code, International Plumbing Code, Floodplain Regulations, and Green River Zoning Ordinance.

Calculate fees; charge fees, write receipts; issue appropriate permits and licenses.

Participate in the development and adoption of City codes and ordinances.

Review and issue building permits.

Investigate zoning, business license, and home occupation complaints; act as staff liaison to the Board of Adjustment.

Administer and enforce the City's floodplain regulations.

Administer, interpret, and enforce the provisions of the building code and other municipal regulations as they apply to building matters; review new products or methods of construction for approval or denial of use; prepare and recommend modifications to building code provisions.

Participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend, within Departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Department Head; direct the implementation of improvements.

Coordinate and review the work plan for assigned programs and functions; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods, and procedures to ensure that correct, efficient, cost effective, and safe work procedures are followed.

Serve as a liaison for the Building Division with other City departments, divisions, contractors, builders, engineers, developers, architects, a variety of outside agencies, and the general public in acquiring and providing information and coordinating services and activities; negotiate and resolve significant and controversial issues.

Provide responsible staff assistance to the Department Head; prepare and present staff reports and other necessary correspondence; participate in providing technical presentations to the City Administrator, Governing Body, and various groups and agencies.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends, innovations, and regulations in the fields of plan examining and building inspection.

Communicate the importance of building and zoning codes to the Governing Body, City staff, outside agencies, builders, developers, contractors, owners, bankers, realtors, and the general public.

Respond to and resolve difficult and sensitive inquiries and complaints; recommend and implement corrective action.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

ESSENTIAL JOB RELATED QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of a comprehensive building inspection and plans examining program.

Organizational and management practices as applied to the analysis and evaluation of Building Division programs, policies, and operational needs.

Modern and complex principles and practices of building inspection and plans examining program development and administration.

Civil engineering principles, practices, and methods as related to structural engineering.

Pertinent federal, state, and local laws, codes, and regulations including the International Building, Plumbing, and Mechanical Code.

Principles of structural design, engineering mathematics, and soil engineering.

Methods, materials, techniques, and equipment used in the construction of facilities.

Research methods and sources of information related to civil engineering and building code enforcement.

Principles and practices of budget preparation and administration.

Occupational hazards and standard safety practices necessary in the area of work.

Safe driving principles and practices.

Skill to:

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

Ability to:

Provide administrative and professional leadership and direction for the Building Division in the Community Development Department.

Recommend and implement goals, objectives, and practices for providing effective and efficient programs and services.

Analyze, interpret, and check complex plans, specifications, calculations, laws, and regulations.

Recommend ordinances and code amendments.

Interpret building inspection policies and procedures to contractors, homeowners, and the general public.

Identify, coordinate, and resolve a wide variety of interests in the development and enforcement of building codes and department policy.

Interpret and apply federal, state, and local policies, procedures, laws, and regulations.

Supervise the preparation and maintenance of records and prepare comprehensive technical reports.

Identify and respond to community issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare clear and concise administrative reports.

Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

MINIMUM QUALIFICATIONS

Experience:

Ten years of responsible experience in the design, construction, and inspection of public, commercial, industrial, and residential buildings including five years of administrative and supervisory responsibility.

Training/Education:

Bachelor's degree from an accredited college or university with major coursework in architecture, construction technology, civil engineering, or a related field is desired. In the absence of a degree, equivalent training and coursework is required.

License or Certificate:

Possession of International Code Council (ICC) certifications for:

- Residential and Commercial Inspection (plumbing, mechanical, building)
- Plans Examiner (plumbing, mechanical, building)
- Property Maintenance and Housing Inspection

Possession of certification as Building Official, Certified Master Plumber, and Certified Master HVAC are desirable.

Possession of, or ability to obtain, an appropriate, valid driver's license.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment; ability to sit, stand, walk, kneel, stoop, crawl, twist, climb, and lift 50 lbs.; exposure to heat, cold, outdoors, confining work space, mechanical hazards, and electrical hazards; ability to travel to different sites and locations.

Effective date: September 1998

Revised: October 2003, July 2006, February 2009