



<b>CLASSIFICATION TITLE:</b> Building Inspector I	<b>JOB NUMBER:</b> 7024	<b>AFFILIATION:</b> Unaffiliated (Non-Union)
<b>REPORTS TO:</b> Building Official	<b>PAY GRADE:</b> 17	<b>FLSA STATUS:</b> Non-Exempt

## GENERAL SUMMARY

Performs technical work inspecting construction sites, enforcing city codes, reviewing plans for compliance, and related work as apparent or assigned. Work is performed under the moderate supervision of the Building Official ("supervisor").

## CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

## ESSENTIAL JOB FUNCTIONS

*To be successful in this position, an individual must be able to perform each essential function satisfactorily. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.*

- Performs field inspections of buildings and construction sites at various stages of construction for compliance to approved plans and City codes; informs builders of code violations and necessary action for compliance.
- Writes "stop work" orders for work being performed without permits or work not conforming to current codes and ordinances.
- Conducts follow-up inspections to ensure compliance with applicable codes and ordinances; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings, and testifies in hearings and court proceedings.
- Responds to citizen complaints and inquiries in relation to building and permitting activities; resolves conflicts and issues regarding alleged violation of City code and ordinance requirements; assists the public with construction and development requirements, interprets, applies and explains code requirements and ordinances.

- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems in a timely manner.
- Initiates contact with residents, property owners, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; answers customer questions by telephone or in person regarding general and specialized code requirements and ordinances.
- Maintains inspection records and generates notices and other written materials using standard City software and specialized permit-related software programs.
- Represents the City in meetings with members of public and private organizations, community groups, contractors, and developers.

## **KNOWLEDGE, SKILLS AND ABILITIES**

*The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.*

### **Knowledge of:**

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Basic principles, practices, methods, materials, and tools used in building construction and field inspections.
- Accepted safety standards and methods used in building inspection and construction.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Mathematical principles including algebra and geometry.
- Construction plans and specifications. Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Technical aspects of field of general construction practice or building inspection principles.

**Skills and Abilities to:**

- Interpret, apply, and explain laws, regulations, codes, and departmental policies governing the construction and inspection of buildings.
- Apply principles and techniques of building inspection and basic structural design.
- Read, review, understand, and analyze construction blueprints, plans, maps, and specifications to ensure conformance with City standards and policies.
- Perform field inspections of facilities under construction or alteration.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Maintain accurate and precise records.
- Make accurate mathematic computations.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Observe legal and defensive driving practices, and being mindful of safety procedures and policies while driving.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**SPECIAL REQUIREMENTS**

- Valid driver's license.
- Obtain ICC Building Inspector Certification within one (1) year of hire and maintain throughout employment.

## EDUCATION AND EXPERIENCE

High school diploma or GED and two (2) years of journey-level building construction or inspection.

## COMPETENCIES

### Foundational

- 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.

## PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

*The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*




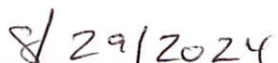


This work requires regular and punctual attendance at the office or other assigned locations; work constantly requires using hands to finger, handle or feel, repetitive motions, sitting, reaching with hands and arms, speaking and hearing; work frequently requires standing, walking, and pushing or pulling; work seldom requires exertion of up to 30 pounds of lifting and force, climbing or balancing, stooping, kneeling, crouching or crawling; work has standard vision requirements; work requires visual inspection involving small defects and/or small parts as well as observing general surroundings and activities;

vocal communication is required for expressing or exchanging ideas by means of the spoken word and/or to make fine distinctions in sound; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data; work frequently requires exposure to outdoor weather conditions and operating motor vehicles or equipment; work occasionally requires exposure to toxic or caustic chemicals, vibration, wet and humid conditions (non-weather), and fumes or airborne particles; work requires working near moving mechanical parts and working in high, precarious places; work seldom requires exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. construction sites, heavy traffic).

### Authorization (for Archive)

*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 classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.*

	
Human Resources Manager	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date