CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

SENIOR BUILDING INSPECTOR 2003

GENERAL PURPOSE:
Serves as lead worker to provide technical assistance to the Protective Inspections Section of the Public Works Department. Supervises and performs skilled inspection work to secure compliance with the city's building, mechanical, energy, and plumbing codes and related regulations; serves as liaison to building industry and property owners for the interpretation and utilization of the City's building codes.

CLASSIFICATION SUMMARY:
The Senior Building Inspector serves as the technical supervisor for complex building permit application review, plans checking, and on-site inspections of industrial, commercial, residential, and multi-family structures. As such, the employee is responsible for organizing and overseeing the day-to-day functions of the building division and participating in the short- and long-range planning process with the Public Works Director. The Senior Building Inspector supervises and performs much of the same work as the Building Inspector, inspector trainees and part-time staff. Work is reviewed by the Public Works Director who evaluates work performance based upon efficient operation of the division and results achieved.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES:

Schedules monitoring for residential and commercial building inspections and code compliance audits; performs periodic supervisory audits of building inspection staff, special inspectors and consultants; reviews and evaluates inspection reports to monitor construction activities, quality levels and adherence to building codes and department inspection procedures; interviews and recommends hiring of staff; evaluates staff performance; resolves disputes between staff, contractors and property owners regarding inspection findings; conducts staff meetings and training courses to keep inspectors current on building codes, department standards and inspection processes.

Coordinates annual, monthly and weekly work schedules and plans special projects with the Public Works Director.

Provides technical expertise, data, reports and presentations to the Public Works Director for building and housing concerns, and code and ordinance adoption, updating and interpretation.

Develops public information and education programs, provides technical assistance to other City Departments and Community agencies.

Maintains data and records and develops reports of program and compliance activities;

Receives, reviews, and takes action on building, plumbing, mechanical, and other related applications for new construction, additions, remodeling, and repair of commercial and residential buildings and structures to determine compliance with city codes; issues permits or provides information on changes and/or corrections which need to be made.

Checks plans and specifications for compliance with existing codes as adopted by the city, including those legal restrictions related to the property, location, height, allowable area and appropriate type of construction in relation to contemplated use.

Inspects buildings in the process of construction, alteration, or repair for compliance with code requirements and for application of safe construction practices; stops construction until deficiencies are corrected.

Interprets code requirements and answers questions from contractors, builders, architects, engineers, homeowners, and the public.

Studies new materials and methods of building construction to keep abreast of modern developments.

Prepares written reports and keeps records regarding inspections.

Inspects buildings on a complaint basis or after fires or natural disasters to determine if a dangerous condition which violates code exists; works with owner to attempt to correct code deficiency.

Attends work on a regular and dependable basis.

Interacts in a professional and respectful manner with city staff and the public.

OTHER JOB FUNCTIONS:

Performs other work as assigned.

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- Building design, construction, materials, and methods and of stages of construction when possible violations and defects may be easily observed and corrected;
- Building, plumbing, energy, mechanical, and related codes;
- Supervisory principles and practices.

Ability to:
- Read and interpret codes, plans, specifications, and blueprints, determining non-compliance, working with contractors and engineers/architects to correct problems, and in initiating legal proceedings if necessary;
- Detect poor workmanship and inferior materials;
- Plan, develop and present technical information and code compliance materials;
- Convey ideas and information effectively, both orally and in writing;
- Establish and maintain effective working relationships with department personnel, contractors, architects, homeowners, and the general public;
- Deal with the public in a pleasant, courteous, and tactful manner to obtain uniform compliance with codes;
- Provide quality services in a cost-effective manner and to recommend improved methods of performing the work;
- Supervise and evaluate the work of others;
- Physically perform the essential functions of the job;

- Obtain and maintain the certification for Certified Plans Examiner issued by the International Code Council;
- Obtain and maintain a valid driver's license and a safe driving record.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

One year of supervisory experience and four years of experience in building inspection work; or substituting additional building construction work at the journeyman level which demonstrates knowledge of uniform codes related to the building industry; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:
Ladder, probe, slump cone, smoke can, prybar and tools, drafting tools, various hand tools, overhead projector, camera, motor vehicle, typewriter, 10-key calculator, personal computer, photocopier/ blueprint machine, gas sniffer, two-way radio, tape measure, scale.

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.)

The employee occasionally works near moving mechanical parts and in high, precarious places and is often exposed to wet and/or humid conditions, or airborne particles, or falling objects, or occasionally the risk of electrical shock. The employee is frequently required to crawl through low crawl spaces. The employee must occasionally lift and/or move up to 50 pounds.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

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 description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Classification:Non-Exempt
Adopted: 6/99, 05/07