

**CITY OF LEAVENWORTH  
JOB DESCRIPTION**

**TITLE:** Building and Code Inspector

**REPORTS TO:** City Administrator

**DEPARTMENT:** Development Services

**POSITIONS**

**SUPERVISED:** None

**FLSA STATUS:** Non-exempt

**SALARY RANGE:** Probation (six months): \$3,970 month  
Range following probation: \$4,671 - \$5,108/month (based on step increases over time)

**POSITION SUMMARY**

This position works within the Development Services Department coordinating workflow and work assignment with the Development Services Manager under the supervision of the City Administrator. General duties include the following tasks:

- Reviews and approves building, plumbing, mechanical, fire-life safety, stormwater, grading, and other plans;
- Inspects private and public construction projects in the process of construction, alteration, reuse, or repair for compliance with applicable regulatory requirements and sound construction practices;
- Enforces regulations relating to the safety, health, and welfare of the public;
- Assists the public with various processes and questions relating to regulations, permits, and associated activities; and
- Performs other duties as assigned.

**SCOPE OF RESPONSIBILITY**

Individuals assigned to this classification normally perform office and fieldwork of a regular, recurring, and varied nature, normally working in accordance with established procedures and policies, as well as developing new practices and procedures requiring considerable latitude and judgment in application. Requires thorough knowledge of building, fire, plumbing, mechanical plans, and examination and inspection processes as adopted by the City of Leavenworth and the State of Washington.

**JOB DUTIES ESSENTIAL FUNCTIONS**

- Review and approve permits, perform inspections, write correction notices, issue stop work orders, and perform other functions to ensure that each aspect of construction, alteration, reuse, or repair is in compliance with applicable regulations and plans. Inspections typically involve, but are not limited to, framing, concrete, masonry, footings, plumbing, mechanical,

heating, ventilation, or similar installations in residential and predominantly commercial settings.

- Provide initial review of proposed projects and provide written and oral comments and analysis at Technical Review, Pre-application Agency Review, and Pre-Application meetings.
- Review plans and permit applications of simple, average, and often larger complexity projects relating to new construction, alterations, reuse, and/or repair of buildings, recommending revisions, conditions of approval, and/or approval of the plan review component of a permit.
- Inspect structures damaged by natural and other causes, such as fire, high wind, flood, snow, or earthquake, where there are life, safety, and other concerns.
- Review and determine conditions of approval for business licenses in cooperation with other staff members, and as necessary, other permits and actions in which the Building and Code Inspector's expertise is useful or necessary.
- Keep track of construction work in progress to assure compliance with applicable regulations and sound construction practices. Maintain comprehensive and accurate records of construction progress and results of inspections.
- Maintain files and create required and necessary reports, such as comprehensive and accurate inspection reports, utilizing computerized systems and Microsoft Office computer applications. Maintain comprehensive and accurate financial records and records of time spent on projects.
- Respond to in-person and telephone inquiries on code requirements and/or clarifications. Maintain contact with the public regarding questions and necessary follow-through. Effectively communicate with building owners, contractors, and the public to explain codes, why the codes exist, and how the public benefits from their enforcement.
- Prepare well-written, analytical, forward-thinking, and legally defensible correspondence and reports to owners, applicants, architects, engineers, contractors, agencies, the general public, and other departments. Prepare analysis and recommendations of interpretations and/or code revisions for the Administrator's consideration.
- Maintain professional skills by reading interpretations, amendments, and legal opinions and outcomes related to various regulations. Keep abreast of new or innovative construction practices and materials. Attend related training as authorized by the City Administrator. Maintain professional certifications as required in this job description. Maintain professional relationships with colleagues in order to offer and receive technical support, guidance, and keep abreast of current practices.

- Work with the Fire District to enforce fire code compliance and violations.
- Investigate code enforcement complaints and recommend the initiation of abatement proceedings to the Development Services Manager. Complete code enforcement activities as directed by the Development Services Manager and City Administrator.
- Respond to in-person and telephone inquiries on Building Code requirements or interpretations. May involve consultation with building officials from other jurisdictions. Maintain contact with the public regarding questions related to building, utility connections, design review approval, and sign permits. Review applications and permits as required.

### **REQUIRED QUALIFICATIONS**

- Requires approximately five years experience as a Plans Examiner and Building Inspector with a minimum of three years of experience with commercial development review and inspections. Experience with the redevelopment and occupancy classification change of existing buildings, as well as experience with ADA accessibility in relation to redevelopment is highly desirable.
- Requires thorough knowledge of the International Construction Codes and at a minimum, the following certifications: International Code Council Plumbing, Mechanical, Plans Examiner, and Inspector; or in lieu of all of the preceding, requires possession and maintenance of an International Code Council Certified Building Official certification. (Note: A combination of education and experience, which demonstrates competency and assures the ability to obtain the necessary certification during the job probationary period may be deemed acceptable.) WABO Accredited Code Official, Energy Conservation, Fire, Green Building, and Code Enforcement certifications are also desirable.
- Requires considerable knowledge of the standard practices methods, processes, materials, and tools of the construction trade, and of their application to residential and commercial construction. Requires the knowledge of legal procedures as related to the enforcement of the building, mechanical, plumbing, and fire codes.
- Requires a minimum education level of High School graduation. College-level courses and/or specialized education in engineering, architecture, and/or the building trades are desirable.
- Must be able to understand and follow both oral and written instructions and communicate orally and in writing.
- Requires ability to read plans and diagrams of buildings. Knowledge of engineering concepts used in performing structural design review is preferred.

- Requires ability to render decisions with firmness, good judgment, impartiality, forward thinking, and an understanding of precedent and legal ramifications. Requires the ability to solve problems using deductive reasoning.
- Requires ability to create and maintain respectful and nondiscriminatory professional working relationships with co-workers, contractors, craftsmen, and the public.
- Requires the ability to keep records and make reports which are well-written, analytical, forward-thinking and legally defensible.
- Requires the ability to utilize computerized systems and Microsoft Office computer applications.
- Requires the ability to maintain confidentiality of critical information.
- Must be able to prioritize activities and manage schedules in a manner which allows for completion of all job duties efficiently and within required schedules.

### **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

Requires the physical ability to sufficiently perform, thoroughly and accurately, the full scope of responsibility noted in this job description. Time is spent in an office setting, in the field, and in driving between the office and job sites. Requires the ability to spend substantial time driving from site-to-site in the City-owned vehicle and move in and out of vehicle throughout the day. Construction sites will be accessed in all weather conditions and often contain rough, uneven ground, which may be muddy or slippery. Buildings under construction will involve awkward spaces, scattered tools and materials, and hazards unique to a construction site.

Work activity requires combinations of bending, climbing, crawling, kneeling, laying down, dexterous hand and finger manipulations, digging, reaching, lifting, loading, setting up and unloading tools, supplies, and equipment, operation of tools and equipment, sitting, stooping, standing, twisting, and walking for extended periods of time. Must be able to lift and/or maneuver 50 pounds routinely. Requires the ability to make visual inspections in structures that are dimly lit and to visually inspect (sometimes-confusing members) of a structure in various stages of completion. Requires sufficient hearing abilities; for example: to monitor a radio and to hear safety warnings on a building site.

Substantial amounts of time are spent working with the public and with co-workers. Work is to be performed in a calm and patient manner and communication must be tactful and courteous. There are often deadlines, duties, people and other factors which may create stress. The employee must understand that they are working within a hierarchal organization and this position is that of a team member in the development process who understands and values the role of the city, staff members and agency representatives. There is little or no administrative support for this position.

## **SPECIAL REQUIREMENTS**

- Possession of a valid Washington State Drivers License and a driving record free of significant moving violations.

## **OTHER**

- The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals will perform other duties as assigned, including, but not limited to work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.
- Following an offer of employment, and prior to starting work, individuals will be required to have a pre-employment drug and alcohol testing and physical examination by a physician designated by the City of Leavenworth. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.