

**CITY OF LEAVENWORTH**  
**JOB DESCRIPTION**

**TITLE:** Building and Code Inspector  
**REPORTS TO:** Building Official  
**DEPARTMENT:** Development Services  
**SUPERVISED:** None  
**FLSA STATUS:** Non-exempt  
**SALARY RANGE:** \$5,142 - \$5,622/month (based on step increases over time)

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**POSITION SUMMARY**

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

- Reviews and approves building, plumbing, mechanical, fire-life safety, stormwater, grading, and other plans;
- Inspects residential and commercial 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**

1. Review plans, perform inspections, write correction notices, 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 commercial settings.

2. Review plans and permit applications for 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.
3. 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.
4. 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.
5. Maintain files and create required and necessary reports, such as comprehensive and accurate inspection reports, utilizing Permit Trax, Microsoft Office and other software, in the office and in the field via a tablet. Additionally, maintaining paper files (current and historical) including archiving files. Maintain comprehensive and accurate inspection reports and time logs.
6. Respond to in-person and telephone inquiries on code requirements and/or clarifications. Maintain contact with the public regarding questions and necessary follow-through.
7. Effectively communicate with building owners, contractors, and the public to explain codes, why the codes exist, and how the public benefits from their enforcement.
8. 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 supervisor's and manager's consideration.
9. 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 authorized training. 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.
10. Work with the Fire District to enforce fire code compliance; investigate work conducted without an approved permit and other violations.
11. Investigate code enforcement complaints and recommend the initiation of abatement proceedings to the Development Services Manager. Complete code enforcement activities.
12. 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.
13. Assist with a variety of related projects as developed and assigned by the supervisor or development services manager.

### **REQUIRED QUALIFICATIONS**

- Requires approximately two years' experience as a Plans Examiner and/or Building Inspector or any combination of education and experience which would provide the applicant with the desired skills, knowledge and ability required to perform the duties associated with the position.

- Requires ICC certification in both residential building inspector and commercial building inspector or the ability to obtain both certifications with-in one year of hire.
- Requires ability to read, interpret, and apply code provisions and their intent in a rational and consistent manner.
- 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, such as Permit Trax, GIS, Microsoft Office and other 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.
- Possession of a valid Washington State Driver's License and a driving record free of significant moving violations.

#### **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 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 on uneven surfaces. 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.

### **TERM OF EMPLOYMENT**

Following an offer of employment, and prior to starting work, individual filling the position will be required to pass a pre-employment physical evaluation to assess individual abilities to meet the essential functions and miscellaneous essential functions of the position.

***An individual with a disability who satisfies the skill, experience, education and other job-related requirements, with or without reasonable accommodations, may perform the essential functions of this position. The physical demands are not, and should not be construed to be job qualification standards, but are illustrated to help the employer, employee and/or applicant.***

*The statements contained herein reflect general details, as necessary to describe the principal function of the position, the level of knowledge and skills typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as needed, including work in other functional areas to cover absences or relief to equalize peak work periods, or to otherwise balance the work load.*

*The City of Leavenworth is an equal opportunity employer.*