

# Plans Examiner/Building Inspector

**DEPARTMENT:** Development Services Department  
**REPORTS TO:** Building Official  
**SALARY RATE:** \$5,000 - \$5,624 DOQ  
**CLOSING DATE:** Open until filled with first review on Monday, September 18, 2017  
**WORK HOURS:** Monday – Friday 8:00 a.m. to 5:00 p.m.

## GENERAL FUNCTIONS:

Reports directly to the Building Official, and reviews plans, documents, and specifications of new construction and remodeling of existing construction. This position determines compliance with requirements of the building code regulations as adopted and amended by the State and local City ordinance.

Because of the small size of the City staff, each staff member is expected to perform a wide range of office and field duties as may be required from time to time. This position is FLSA non-exempt and eligible to earn overtime for hours worked over forty (40) per work week.

## ESSENTIAL JOB FUNCTIONS:

1. Reviews building permit applications, plans, specifications, and related documents for code compliance.
2. Performs inspections of residential and commercial buildings in the process of construction, determining compliance with applicable codes and ordinances.
3. Provides field investigation of potential building, zoning, and related violations.
4. Works with the public in an educative role in providing information and technical assistance regarding building codes and ordinances.
5. Inspects, approves, disapproves, and writes correction notices, issues stop work notices, and performs other functions to ensure that each aspect of building construction, alteration, or repair complies with applicable codes, regulations, and approved building plans. Provides technical building code advice.
6. Examines and checks buildings and building plans of all types to determine compliance with the structural and non-structural provisions of the building code, the zoning code, and other related regulations.
7. Attends pre-construction meetings with contractors, owners, architects, and other City personnel or consultants. Coordinates building activity requirements with other city departments and outside agencies.
8. Provides written and verbal information on code interpretation, occupancy policy, and any on-site problem revealed by inspection.
9. Assists with the investigation of citizen complaints involving building code issues.
10. Coordinate project activities with other staff, City departments, County and State agencies.
11. Responds to requests for technical information from other agencies and publications.
12. Responds with little or no notice to City emergencies and disasters, and will likely work long and/or irregular hours during emergencies and disasters.
13. Performs other duties as assigned.

## NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:

### *Knowledge of:*

1. City organization, operations, policies, and objectives.
2. Research techniques and procedures

3. Office practices, procedures, and equipment.
4. Modern trends in literature in the fields of building and construction.
5. Federal, State, and local regulations and standards related to building and construction.
6. Preparation and maintenance of records and files, including project/program records, equipment and material purchasing and accounting.

*Ability to:*

1. Interact with the public in an effective, customer friendly manner and establish and maintain effective working relationships with subordinates, City staff, and other organizations.
2. Get along with others and work as a member of a team.
3. Communicate effectively, both orally and in writing.
4. Foster collaborative group process and efficiently use resources.
5. Work independently and make appropriate decisions regarding work methods and priorities, while demonstrating a strong sense of personal ethics and professional judgment and discretion.
6. Research and analyze complex problems and develop, recommend, and implement sound solutions.
7. Interpret and explain City, State, and Federal codes, ordinance, specifications, policies, procedures, and standards.
8. Read and understand complicated and complex plans, specifications, and blueprints.
9. Assist others to comply with standards and/or contract terms.
10. Show ability to quickly adjust priorities as new issues and/or assignments arise.
11. Maintain records and prepare and analyze comprehensive documents.
12. Meet schedule and legal time lines.
13. Show initiative in performing job functions.
14. Maintain confidentiality of politically sensitive materials and information.

**MINIMUM QUALIFICATIONS:**

Any combination of education and experience, which provides the applicant with the knowledge, skills, and abilities required to perform the job. A typical way to obtain the required knowledge, skills, and abilities would be graduation from a standard senior high school or GED equivalent, supplemented by two (2) years of post-secondary college or technical instruction in building technology, construction management, mechanical, electrical, plumbing, or building construction, and four (4) years of experience in general construction and related fields, or any equivalent combination of education and experience.

I.C.B.O. or I.C.C. Certification as a building inspector is required within twelve (12) months of hire. The ability to obtain an I.C.B.O. or I.C.C. certification as a mechanical inspector and plumbing inspector within twelve (12) months is also required. A background in local municipal government is desirable.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed outdoors and in the office environment and may involve travel to a variety of locations to perform site visit work or to attend meetings. Employee may be exposed to noise from basic office machine operation, and may be required to walk rough terrain and climb inclines at work sites. Employee may also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes, or vapors.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Duties are performed indoors both individually and as part of a work team. The work environment is fast-paced and moderately noisy. Attendance at night meetings and community events may be required. Meeting project deadlines may require working more than forty hours per week.

While performing the duties of this job, the employee is required to stand, walk, use of hands to finger, handle, feel, operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb stairs or ladders, or balance and walk on scaffolding, stoop, kneel, crouch, or crawl. The employee is required to talk and hear. The employee must occasionally lift and/or move up to thirty (30) pounds.

**SPECIAL REQUIREMENTS:**

Possession of, or ability to obtain, a valid Washington State Driver's license. Proper documentation to fulfill the requirements of the Immigration and Nationality Act within three (3) days of employment is a condition of employment with the City of University Place.

**TO APPLY:**

Application, cover letter, and resume are required for this position. An application form may be obtained from the City of University Place main reception desk located at 3715 Bridgeport Way W., University Place, WA 98466, or from the City's website at [www.CityofUP.com](http://www.CityofUP.com).

Submit completed application materials to:

**City of University Place**  
**Attn.: Human Resources**  
**3715 Bridgeport Way W. (#B-1)**  
**University Place, WA 98466-4456**

You may also email the application materials to [LPetorak@CityofUP.com](mailto:LPetorak@CityofUP.com) to be considered during the first review, application materials must be received by 4:00 p.m. on Monday, September 18, 2017. The City is an equal opportunity employer.