

SNOHOMISH COUNTY CLASS SPECIFICATION

GRADING INSPECTOR, SR

Spec No. 3087

BASIC FUNCTION

Coordinates and schedules the Grading Inspectors who conduct on-site grading inspections of land development construction and complaint/special investigation activities for compliance with approved plans, specifications, Snohomish County codes, and applicable design standards.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Assigns and coordinates the work of subordinate employees as required; assists and trains subordinates as necessary; participates in the selection of new employees, and makes recommendations regarding the hiring, discipline, transfers and termination of subordinates employees.
2. Assigns approved plans to the appropriate inspector; reviews plans with inspectors and highlights areas of possible concern; reviews projects in progress as appropriate.
3. Performs the more difficult and sensitive inspections; answers questions and solves problems which subordinate level employees cannot answer or solve; approves adjustments to design specifications as appropriate.
4. Prepares case documentation; researches records and legal descriptions to verify location and ownership of property; confirms facts and establishes written and pictorial evidence to confirm alleged violations; prepares reports and action statements for submission to the Prosecutor's office or to proceed with a Notice and Order.
5. Gives written and verbal warnings of violations; posts corrective notices; posts stop work orders for serious violations; may issue stop work citations, notices and orders, and cease and desist orders; serves warrants for court appearance and enforces court orders; secures law enforcement assistance as necessary.
6. Coordinates the scheduling of daily requests for inspections from contractors.
7. Reviews all commercial and short plat applications and plans for compliance with county codes and for grading standards.
8. Assists the general public in person or on the phone by interpreting applicable county codes; meets with developers, engineers, contractors, utility companies, other agencies and the general public to identify and resolve construction problems and how to correct violations to secure compliance.
9. Provides technical information to permit applicants, the general public and persons involved in site construction and grading projects.
10. Performs all the duties of subordinate level inspectors as required.

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STATEMENT OF ESSENTIAL JOB DUTIES (continued)

11. May performs the duties of the supervisor in his/her absence; assists in the training of temporary staff as required.
12. Provides backup on-call support for weekend and evening work for full grading coverage.
13. Maintains necessary records and prepares required reports; presents reports and evidenced at hearings, examiners meetings, council hearings and county trials.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

Two (2) years of experience in grading inspection; OR, any equivalent combination of education and experience which provides the knowledge, skills and ability required to perform the work. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- supervisory methods and techniques;
- design and installation techniques of drainage, grading, road construction, and other utility facilities;
- principles and practices of engineering and surveying;
- Snohomish County land development codes, regulations and standards;
- local soils, water tables and road and drainage systems.

Ability to:

- interpret engineering plans and specifications; communicate effectively with engineers, contractors, developers, staff members and the general public;
- enforce laws, codes, ordinances and regulations with firmness, tact and equity;
- independently identify and define construction deficiencies which do not comply with established laws, current standards and approved plans;
- maintain necessary records and prepare required reports;
- communicate effectively orally and in writing;
- interpret and apply work related ordinances, codes, standards and regulations;
- make work related decisions exercising sound judgment;
- read and interpret plans, blueprints, engineering reports, research reports and specifications;

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KNOWLEDGE AND ABILITIES (continued)

Ability to:

- organize work load and paper work to set and meet priorities and time schedules.

SUPERVISION

Employee receives direction from the Engineering Review Supervisor. Employee coordinates the work of inspection staff. The work requires independent judgment and discretion and is reviewed through meetings and periodic status reports and by evaluation of results obtained.

WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1990

Spec No. 440451

EEO Category: 3 - Technicians

Pay Grade: 241 – Classified Pay Plan

Workers Comp: 1501 Hazardous