

SNOHOMISH COUNTY CLASS SPECIFICATION

GRADING INSPECTOR

Spec No. 3086

BASIC FUNCTION

To conduct on-site inspections of grading activities associated with land development, and to monitor such activities for compliance with approved plans, specifications, Snohomish County Codes, and applicable design standards.

STATEMENT OF DUTIES

1. Conducts inspections of grading operations in progress to ensure compliance of each phase of grading to the grading plan, and code requirements; notifies builders, contractors, and professional consultants of on-site deviations, errors, or omissions from approved plans.
2. Determines if minor deviations from approved plans comply with Snohomish County Code, and safe engineering practices; approves acceptable deviations, and refers questionable ones to the Site Technical Review Supervisor.
3. Keeps the Site Technical Review Supervisor informed of daily field activities including correction notices, complaints, and violation notice/Stop Work follow ups.
4. Issues Stop Work Orders to halt dangerous or illegal grading work; investigates citizen complaints; investigates suspected violations of Snohomish County Code, and reports findings to Site Technical Review Supervisor.
5. Reviews reports submitted by civil engineers, soil and foundation engineers, and engineering geologists; recommends the submission of additional technical data such as civil engineering design, soils engineering, and geological reports; compares plans, and professional reports with the existing site conditions to ensure that conditions have been adequately evaluated; evaluates the need for adequate drainage and erosion control based on existing site conditions.
6. Keeps up-to-date records of field inspections, personal contacts, and status reports; prepares daily timesheets; writes clear, concise, and accurate reports; prepares logical verbal reports.
7. Reviews final certifications, plans, and reports by the professional consultants to ensure that all site problems have been evaluated; checks final grades, and drainage; coordinates field conditions with Building and Right-of-Way/Site Inspectors.
8. Deals tactfully and effectively with public officials, developers, professional engineers, geologists, and the public; speaks effectively in courtroom situations when required.
9. Performs related duties as required.

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MINIMUM QUALIFICATIONS

Satisfactory completion of the one (1) year Grading Inspector training program; OR, graduation from a two-year accredited program in civil engineering, fisheries biology or environmental science, and two (2) years of field, or office experience in civil engineering; OR, graduation from an accredited program in fisheries biology or environmental science, and, two (2) years of field identification of wetlands and streams; OR, any equivalent combination of education, and experience which provides the skills, knowledge, 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:

- county, and state land-development codes, regulations, and standards;
- principles, and practices of engineering, and surveying;
- design, and installation techniques of drainage, grading, road construction, and other utility facilities;
- local soils, water tables, road and drainage conditions.

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 both orally, and in writing;
- read, learn, 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; organize workload, and paperwork to set, and meet priorities, and time schedules.

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SUPERVISION

Employees receive direction from the Site Technical Review Supervisor. Assignments are made by indicating generally what is to be done, the quantity of work expected, and any deadlines which are to be met. The employee plans, and carries out successive steps, and resolves problems in accordance with instructions, policies, and accepted practices. The work is reviewed through reports, conferences, and meetings.

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: March 1990

Spec No. 440493

Revised: April 1990

EEO Category: 3 - Technicians

Pay Grade: 239 – Classified Pay Plan

Workers Comp: 1501 Hazardous