

# **SNOHOMISH COUNTY JOB DESCRIPTION**

## **INSPECTOR, BUILDING**

Spec No. 2173

### **BASIC FUNCTION**

To serve as a technical inspector during the construction phase of land use/right of way project development, plumbing installation or during residential construction; conduct annual certificate of occupancy inspections.

### **STATEMENT OF ESSENTIAL JOB DUTIES**

1. Performs complex and detailed inspection phase of assigned site, structure or special event; schedule and coordinate required inspections as appropriate; coordinates the permit process with appropriate PDS staff.
2. Inspects buildings for conformity to approved engineered and non-engineered plans, all applicable laws, codes and regulations with specific focus on International Residential Code (IRC), International Building Code (IBC) and International Plumbing Code (IPC); review technical reports by engineers and soil experts and incorporates into the inspection process as necessary.
3. Resolves problems related to land development and building construction to include research of records and codes, field evaluation, investigation of alternatives and proposal of solutions.
4. Maintains daily written or electronic inspection records and draft complex detailed reports identifying corrective action.
5. Responds to complaints from the public and recommend that notices to stop use and/or evacuate a structure or premises issued as needed; follows up on notices for compliance; refers violations as appropriate for further legal action.
6. Provides technical and educational information to permit applicants, the general public, architects and other professionals; provides testimony or act as expert witness as required for judicial and quasi-judicial proceedings pertaining to case, applicable codes and regulations.
7. Attends professional seminars, meetings and training as required; ensures that all required licenses or certifications are maintained.
8. Performs ATC-20 and ATC-45 Rapid Assessments of structures to ensure safe occupation of potentially damaged structures. As necessary under the authority of the Building Official, order evacuation of unsafe structures and post appropriate notifications.
9. Performs and maintains functional ability to utilize electronic devices and processes as well as radio communication devices.

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### STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. As a direct representative of Snohomish County government, exercise exceptional customer service skills during all interactions with the public, builders, stakeholders, other agencies, and property owners.
11. Monitors development activities and construction sites for stormwater management, critical area damage, and inadvertent archeological discovery during all phases of construction.

### STATEMENT OF OTHER JOB DUTIES

12. Performs related duties as required

### MINIMUM QUALIFICATIONS

Five (5) years construction inspection experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

Certification as a Building Inspector or Plumbing Inspector by the International Code Council (ICC) or current code authority required.

Washington State Department of Ecology (WSDOE) qualification as a Certified Erosion and Sediment Control Lead (CSECL) required.

A valid State of Washington driver's license is required.

Plumbing Inspectors must also hold a Washington State plumbing license.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- county and state land development codes, regulations and standards
- complex building construction and codes
- modern complex residential construction materials, methods and stages of construction
- customer service methodology, conflict management and effective communication
- computer skills and electronic data management
- disaster preparedness and rapid assessment structural evaluation
- continuous process improvement
- stormwater management practices
- environmental critical areas
- archeological inadvertent discovery

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### KNOWLEDGE AND ABILITIES (Continued)

Ability to:

- 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
- establish and maintain effective work relationships with superiors, peers, associates, home owners, builders and the general public
- communicate effectively both orally and in writing
- read, learn, interpret and apply work related ordinances, codes, standards and regulations
- read and interpret plans, blueprints, engineering reports, research reports and specifications
- organize field workload and data management to set and meet priorities and time schedules

### SUPERVISION

Employees receive direction from an administrative superior. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines that 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. The work may involve working at considerable heights, in confined spaces such as crawl spaces, or from ladders or scaffolding.

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: January 1997  
Revised: December 2018  
EEO Category: 3 – Technicians  
Pay Grade: 240 – Classified Pay Plan  
Workers Comp: 1501 Hazardous