

SNOHOMISH COUNTY JOB DESCRIPTION

SITE INSPECTOR, SR.

Spec No. 2177

BASIC FUNCTION

To serve as project manager and as senior technical inspector during the construction phase of land use/right of way project development, grading or residential construction.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Acts as senior technical advisor on site development codes for land use, right of way or residential inspections.
2. Provides project management for the inspection phase of land use/right of way/residential project development; serves as senior technical aid for commercial, land use or right of way inspections
3. Schedules and coordinates required inspections as appropriate; coordinates support requirements with appropriate Planning and Development Staff (PDS).
4. Inspects sites for conformity to approved plans and all applicable laws and codes; determines right of way permit and utility permit conditions; reviews reports by engineers, soil experts and incorporates into the inspection process as necessary.
5. Reviews site conditions with applicants and provides potential options for complying with applicable codes; inspects grading, drainage systems, foundations and determines compliance with applicable codes and permit conditions.
6. Develops, recommends and implements process changes for use in the work unit.
7. Maintains daily inspection records and drafts reports identifying corrective action.
8. Responds to complaints from the public and issues notices to stop work as needed; files code violations with legal staff; represents county in meetings over violation permit corrections, or property disputes; attends public hearings; provides technical and educational information to permit applicants, the general public, engineers, and other professionals.
9. Provides expert witness testimony for judicial and quasi-judicial authority pertaining to code violations.

STATEMENT OF OTHER JOB DUTIES

10. Attends professional seminars, meetings, and training as required.
11. Performs related duties as required

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MINIMUM QUALIFICATIONS

Six (6) years construction experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Driver's license is required.

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 utility facilities, building construction and codes,
- conflict management and effective communication;
- computer technology.

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 an administrative superior. 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: January 1997
Revised: February 2005
EEO Category: 3 - Technicians
Pay grade: 241 Classified Pay Plan
Workers Comp: 1501 Hazardous