



DOUGLAS COUNTY TRANSPORTATION & LAND SERVICES

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BUILDING & CODE COMPLIANCE INSPECTOR

1. GENERAL FUNCTIONS OF THE JOB

- ◆ Function as the primary code compliance inspector investigating and responding to allegations and inquiries of compliance with construction codes and development regulations.
- ◆ Conduct field inspections for all types of construction to ensure compliance with construction and building related codes including building, plumbing, mechanical, energy, barrier-free and associated zoning requirements.
- ◆ Review plans and specifications for commercial and residential projects.
- ◆ Maintain files and records of activities.
- ◆ Exercise independent judgment and decision-making in the interpretation and resolution of sensitive situations in the field.
- ◆ This position is under the supervision of the Land Services Director for matters relating to codes that are under the administrative responsibility of the Land Services division; and under the supervision of the Assistant County Engineer for matters relating to the County's NPDES Phase II municipal stormwater permit and the County's Stormwater Management Program.
- ◆ This position is included in the bargaining unit.

2. ESSENTIAL JOB FUNCTIONS

- ◆ Receive inquiries regarding compliance with County Codes relating to construction and land use regulatory activities of the County; research property ownership records; conduct site inspections to ascertain compliance status; communicate with property owners found in noncompliance; prepare notices of violation and orders for abatement; monitor compliance status; determine and implement further actions as warranted.
- ◆ Advise persons filing code compliance inquiries/allegations as to the status of compliance investigations and activities. Refer persons to other agencies as appropriate.
- ◆ Produce regular reports of compliance activities and case status.
- ◆ Serve as Department liaison with other regulatory agencies (e.g. Health District, Solid Waste Program, Sheriff, Prosecuting Attorney,

State Patrol, etc.) to determine cooperative approaches to code compliance issues.

- ◆ Refer code compliance issues to other appropriate regulatory agencies.
- ◆ Prepare documents for transmittal to Prosecuting Attorney in instances requiring further legal action. Meet with Prosecuting Attorney as necessary. Provide depositions and court testimony when required.
- ◆ Prepare and present reports for the Hearing Examiner for orders on appeal.
- ◆ Conduct field inspections of construction to visually confirm compliance with applicable codes during the construction process.
- ◆ Review and interpret plans and specifications of all types of construction projects.
- ◆ Calculate load requirements and factors on building component structures.
- ◆ Assist contractors and the general public to assure understanding and compliance of code requirements, county ordinances, state laws and regulations.
- ◆ Schedule daily inspections for the most effective routing.

3. OTHER JOB FUNCTIONS AND RESPONSIBILITIES

- ◆ Prepare and maintain detailed records and statistics related to all enforcement activities, using programs on a personal computer.
- ◆ Meet with citizens to explain code requirements and status of compliance activities.
- ◆ Meet with persons under investigation and/or compliance orders to facilitate understanding and abatement of code violations; exercise discretion in approving alternative approaches to abating violations.
- ◆ Perform annual monitoring of recently approved projects when warranted by conditions of approval.
- ◆ Attend local and out of area training seminars and meetings.
- ◆ Maintain awareness of changes in construction and land use codes, state laws and regulations, etc.
- ◆ Perform other duties as directed or required.

NOTE: *These examples are intended only as illustrations of the various types of work performed. The omission of specific statements or duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

4. DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- ◆ General government procedures and practices, particularly regulatory systems.

- ◆ Office operations and management.
- ◆ Land use principles, construction terminology and practices, legal descriptions.
- ◆ Construction technology (e.g. mechanical, plumbing, and electrical systems; design and control of concrete).
- ◆ Federal, state and local laws, rules and regulations as they relate to construction activities and inspections.
- ◆ Basic structural mathematics, principles, practices and applicable current literature, trends and developments in the construction field.
- ◆ Washington State Energy Code requirements.
- ◆ American with Disabilities Act and the Washington State Barrier Free Code.

Skills in:

- ◆ Highly proficient public relations and interpersonal communication skills
- ◆ Problem-solving techniques
- ◆ Penmanship of acceptable quality.
- ◆ Operation of personal computers, various software programs and other office equipment.

Ability to:

- ◆ Effectively and concisely communicate orally and in writing with citizens, staff, elected officials and other agencies.
- ◆ Maintain confidentiality standards and exercise discretion.
- ◆ Negotiate and develop compliance plans and monitor them to completion.
- ◆ Organize, prioritize and manage multiple responsibilities and activities simultaneously.
- ◆ Properly document case investigations, using accurate written and photographic records, so as to be legally defensible and easy to monitor.
- ◆ Plan and coordinate inspection requests within allotted schedule.
- ◆ Be self-motivated, exercise accurate and consistent independent judgment, seek advice and direction when necessary and report potential conflicts and problems to supervisor.
- ◆ Maintain composure under stressful situations.
- ◆ Be flexible to the needs of the department and citizens dealing with the county.
- ◆ Follow directions accurately and timely.
- ◆ Physically perform the essential functions of this position.

5. PHYSICAL REQUIREMENTS

- ◆ Sitting and standing for extended periods of time while processing paperwork, working on computers, filing, assisting citizens with

inquiries and applications, conducting research and driving for required field work and site inspections.

- ◆ May need to climb ladders or scaffolding to significant heights, enter building crawl spaces, maneuvering on high roofs and walk outdoors on uneven terrain, all in a variety of weather conditions.
- ◆ Climbing stairs in county offices and other agency buildings.
- ◆ Lifting (up to 40 pounds waist high), bending, stooping and twisting.
- ◆ Manual dexterity for the operation of a keyboard for data entry and word processing.
- ◆ Sight and hearing of acceptable standards.

6. WORKING CONDITIONS

- ◆ Duties are performed in an office environment and in the outdoors subjecting this position to a variety of weather and driving conditions.
- ◆ Work is performed independently much of the time and does include small and large group settings.
- ◆ Demands of managing multiple activities, working with persons in emotionally volatile situations and addressing citizen needs may cause stressful situations.
- ◆ Works under pressures and under a high liability exposure.
- ◆ Position requires appropriate attire and image projecting a professional, customer service oriented work environment and the functional responsibilities of this position.
- ◆ Potential for working evenings, occasional weekends and holidays.
- ◆ May work an alternative schedule at the sole discretion of the county.

7. RECRUITING REQUIREMENTS

- ◆ One to three years experience in the construction field and minimum of one to three years construction inspection experience.
- ◆ Working knowledge of land use planning and zoning administration, the International and/or Uniform Codes, the Washington State Energy and barrier free codes.
- ◆ A high school diploma, or equivalent; two years of undergraduate school or vocational training in construction management, or related field.
- ◆ Possess or have the ability to obtain the International Code Council (ICC) Certification of Building Inspector and either Zoning Inspector, or American Association of Code Enforcement (AACE) Code Enforcement Officer, Property Maintenance and Housing Inspector or Zoning Enforcement Officer within one year of hire. Consideration may be given for certification as a Property Maintenance and Housing Inspector in lieu of Building Inspector certification at the sole discretion of the Land Services Director.
- ◆ Possess or have the ability to obtain status as Phase II Certified Sediment Control Lead (CESCL) within six month of hire.

- ◆ People proficient in bilingual English-Spanish interpretation and translation as the two languages are commonly used in Douglas County will be encouraged to apply.
- ◆ **Drug and Alcohol testing is required if job offer is made. Testing positive on either test may be considered grounds for disqualification from employment for this position.**
- ◆ **A valid Washington State Driver's License is required.**
- ◆ **A background security check may be required if a job offer is made.**

8. CLOSING STATEMENT

- ◆ This job description does not constitute an employment agreement between the employer and employee and is subject to change as the needs of the employer and requirements of the job change.

Reviewed by:

Name	Title	Date
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Witness:

Name	Date
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