

TOWN OF STEILACOOM

Incumbent _____ Supervisor _____ Dept. _____

Job Description

Position Title: Building Inspector/Code Compliance Officer **Date: 10/5/22**

Basic Function: The Building Inspector/Code Compliance Officer reviews plans, inspects construction sites, acts as a source of information for building related questions, and is responsible for overseeing the operations of the Building Division of the Community Development Department.

Additionally, oversees the Town's land use compliance program, including abatement of nuisances (e.g. junk cars, trash, derelict structures), sign regulation, non-conforming land uses, Urban Forestry Management provisions, and monitoring project conformance with development/landscape standards.

Reports to: Planner

FLSA Status: Nonexempt

Duties and Responsibilities: *Essential Functions are Underlined*

1. Reviews proposed construction plans for compliance with building, plumbing, mechanical codes and Town ordinances. Issues building, plumbing, and mechanical permits. Inputs permit information into the computer and maintains permit files. Files required reports with County, State, and Federal agencies.
2. Conducts field inspections of structures during construction to ensure compliance with approved building and site plans, conducts final inspections after construction is complete; issues stop work orders as necessary.
3. Responds to inquiries (in person or over the phone) regarding building, plumbing, mechanical codes, and Town land use/zoning ordinances.
4. Responds to citizen complaints pertaining to nuisances such as junk cars, trash in yards, abandoned properties, etc., investigating and carrying through with abatement procedures. Enforces Town building, land use, and zoning ordinances.
5. Investigates and resolves non-conforming land uses (e.g., non-permitted group homes, illegal home occupations, etc.) and violations concerning critical areas (e.g., unauthorized activities in wetlands, tree removal in protected greenbelts, etc.).

6. Assists Town Planning, Historical Preservation, and Public Works Departments, as needed, with compliance situations in those functions. Coordinates sewer, water, storm, and power hook-ups with Public Works/Utility crews.
7. Interacts with Town Public Safety Department contacts on specific cases (e.g. investigations, site visits) as well as general "problem-oriented policing" issues.
8. As warranted, assists with periodic monitoring of landscape compliance within recently developed projects and, where applicable, rights-of-way.
9. Coordinates sign enforcement for the Town, responding to complaints, performing field abatement, monitoring permits.
10. Undertakes ongoing field investigations to pro-actively maintain compliance with applicable land use standards.
11. Prepares and maintains detailed records and statistics related to all enforcement activities, using word processing and spreadsheet programs on a personal computer.
12. Proposes amendments to specific Town codes or regulations which relate to the position and enhance the Town's enforcement capabilities.
13. Represents the Town in public hearing or court actions involving compliance activities.
14. Provides positive and active support of Town customers, citizens, and co-workers.
15. In coordination with the Public Works Director, administers the Town's Urban Forestry Management program.
16. Ensures construction and building sites comply with NPDES requirements.
17. Ensures construction and building sites comply with wetland, buffers, and other environmental regulations.
18. Performs other duties as assigned. *The duties listed above are illustrations of the types of work that may be performed in the position. Omission of specific statements of duties does not provide an exclusion if the work performed is similar, related, or a logical assignment to the position. The job description may be subject to change by the employer as the needs of the employer and/or requirements of the job change.*

Minimum Qualifications:

1. High School Diploma or GED
2. One-year plan review experience covering a variety of tasks or any combination

- of experience, education, and training that would provide the level of knowledge/ability required.
3. International Code Council (ICC) certification as a Building Inspector/Plans Examiner.
 4. Computer Skills to perform data entry, word processing (Word and Excel), permit tracking and creating spreadsheets.
 5. Possession of valid Washington State Driver's License or ability to obtain one within specified period.
 6. Driving, walking, bending, climbing, and crawling.
 7. Two years of undergraduate school or vocational training in planning, landscaping, building inspection, law enforcement or related field and two years of progressively responsible relevant work experience in a compliance setting or an equivalent combination.

Desired Qualifications:

1. Knowledge of basic landscape materials and general features of environmentally critical areas.
2. Knowledge of, and training in, dispute resolution techniques.
3. Ability to be certified to use noise monitoring equipment.
4. Bachelor's degree in planning, construction management, landscape architecture or a related field.
5. Experience as a building inspector or a code compliance officer.

Knowledge, Abilities, and Skills:

1. Knowledge of building, mechanical, and plumbing codes.
2. Knowledge of Town ordinances and codes relating to land use, nuisances, signs, landscaping, and related development standards.
3. Knowledge of applicable laws, regulations, policies and procedures relating to compliance, including issuance of infractions.
4. Knowledge of office procedures, including effective filing and accurate record keeping techniques.
5. Ability to inspect all phases of construction.
6. Ability to read, review, and correct building plans, maps, site plans and drawings accurately.

7. Ability to make independent investigations of assigned cases and issues; coordination with other Town departments and related agencies as necessary.
8. Ability to prepare concise and clearly written letters, memos and related documents.
9. Ability to coordinate a varied code enforcement caseload: prioritizing assignments, monitoring and meeting deadlines, issuing citations (when warranted) with the Municipal Court or Hearing Examiner follow-through.
10. Ability to give clear and precise information or obtain same and properly document case investigations, using accurate written and photographic records, so as to be legally defensible and easy-to-track.
11. Ability to explain regulations to the public in a courteous and tactful manner, sometimes in tense situations.
12. Ability to exercise good judgement in determining appropriate abatement actions or when enforcement issues require involvement of supervisor.
13. Ability to exercise good judgement in determining when issues require involvement of supervisors.
14. Ability to prioritize work, schedule work, and adhere to timelines.
15. Ability to direct and work with fellow employees as well as establish and maintain positive, effective working relationships with coworkers, Town elected officials and the public.

Physical Requirements: This position requires the incumbent be able to traverse uneven terrain as the worksite is primarily construction sites. The position requires considerable walking, standing, bending, kneeling, climbing, crawling and the ability to lift/move up to 50 lbs. It also requires the ability to effectively communicate by phone and in writing.

Working Conditions: Daily work in office and outdoors in all types of weather. Daily driving and inspection of construction sites. Work may involve occasional attendance at evening meetings.

Supervision: Formal supervision of other professional or technical planning personnel is not a characteristic of this class. Technical guidance and assistance may be provided to an Office Assistant or other support staff on administrative support assignments. Formal supervision and evaluation are received from the Town Planner. While the position functions within the Building Division of the Town's Community Development Department, it is also expected to coordinate with, and provide support to, the Planning Department and the Public Works Department.