



Employment Opportunity

Kittitas County, Washington

POSTED: 10/16/14

CLOSES: When Filled

BUILDING INSPECTOR

The current vacancy in the Community Development Services Department is a full-time, non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence on 10/23/14 and continue until a suitable candidate has been found.

SALARY RANGE: \$3,249 - \$4,276 per month

ESSENTIAL FUNCTIONS:

60% Provide inspections of new and existing buildings and structures for compliance with all building codes as adopted by Kittitas County

- Direct persons involved with construction on procedures, which satisfy any applicable code requirements.
- Analyze all components of structures and their related systems for conflict with codes.
- Approve successive phases of construction as required by State and County ordinances.
- Check to assure safe condition and/or performance of structures and any related appurtenances.
- Collect information on and samples of materials for verification and identification purposes.
- Compute load factors and system sizing.
- Determine appropriate action to rectify problems or conditions.
- Inspect methods and techniques of the construction industry.

15% Responsible for educating patrons in the knowledge of code requirements, ordinances and policies to create better working relations and efficient building practices

- Advise patrons of code-related changes that directly affect their project.
- Assist patrons through dissemination of materials designed to clarify requirements or procedures.
- Converse with patrons regarding the possible use of alternate methods or materials as allowed by code.
- Correspond with patrons to insure understanding of oral communication and to notify results of project progress.
- Interpret code language and requirements for patrons into easily understood lay terms.
- Notify patrons of new information in the building trade that would be to their advantage to use.
- Resolve method or material problems, which may lead to more efficient production for patrons.
- Testify in courtroom proceedings as an expert witness to interpret code requirements and methodology.

10% Provide plan checks by correcting plans and blueprints for compliance with codes

- Approve plans and specifications for compliance.
- Compute load requirements, factors pertaining to structural systems and building codes.
- Issue building permits when the proposed work is found to be in compliance.
- Determine from a legal description and a plot plan zoning compliance.
- Interpret flood maps and determine flood designation.

Kittitas County is an Equal Opportunity Employer

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10% Responsible for coordination of inspection schedules, review and maintenance of records, written correspondence with permit holders, vehicle maintenance and safety

- Schedule requested inspections in order to reach each job at their specified time.
- Plan and prepare for situations that need to be resolved between the department and contractors.
- Record inspections by using county code and noting all irregularities.
- Write precise information in order to convey the problem and area it occurs in.
- Review residential and commercial plans prior to permit issuance.
- Correspond with permit holders regarding corrections and changes.
- Maintain vehicles and radios in an operational condition.

5% Responsible for maintaining and increasing technical education levels by attending courses and seminars

- Attend meetings and seminars on code and policy changes.
- Seek knowledge and clarification from architects, engineers and others.
- Read the uniform codes, the Washington energy code, state codes zoning ordinance, handicap codes and other codes.
- Compare code interpretations with other inspectors and management for clarity.
- Review manufacturer's literature to stay current with product changes.

Other duties as assigned

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- Ability to obtain ICC certification as a residential building inspector within 60 days of hire
- Two (2) years experience in construction or building inspection
- Valid Washington State Driver's License
- A criminal history and background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret policies, codes, laws, and other trade publications.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, etc. in a professional manner.
- Ability to demonstrate effective communication skills (verbal and written).
- Ability to present information to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as percentages, area, circumference, and volume.

OTHER:

- Knowledge of current building codes and other legal requirements, including enforcement.
- Extensive knowledge of building principles and practices, including the ability to educate members of the public.
- Understanding of land use and development.
- Ability to multi-task and remain organized.
- Proficient with computers, to include Microsoft Office Suite, AutoCAD and/or GIS applications.

- Ability to review and process building permits.
- Ability to compose documents clearly and convey technical information to lay persons.
- Must be able to operate standard office equipment and safely operate a motor vehicle.
- Must be able to establish and maintain effective working relationships.

PREFERRED QUALIFICATIONS:

- Certification by the International Code Council (ICC) as a commercial building inspector or plans examiner.
- Bachelor's degree in related field.

WORKING CONDITIONS:

Work is performed in a standard office setting and in a variety of outdoor environments. Exposure to inclement weather including temperature extremes and windy/dusty conditions will occur. Work may occasionally be performed in close proximity moving mechanical parts and equipment that causes vibration. The noise level can be loud in the field and moderately quiet in the office. Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, grasp, and reach with arms and legs; lift, push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of moving about constructions sites and traversing uneven and/or rugged terrain. Must have close, distance, color, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate in person, over the telephone, and by radio. Safety rules and regulations must be adhered to at all times; PPE must be worn when required for employee safety.

The work schedule is generally maintained during normal office hours, but may include early, evening, or weekend hours as required. Regular attendance and punctuality are required.

Travel throughout the county is required to perform many of the essential functions; occasional travel outside the county may be required to attend meetings, training, or other events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications will be accepted until the position is closed; however, screening will begin on 10/23/14. ***The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume 4) Three (3) professional references and 5) Supplemental Exam Answers.***

Please note: All applications must be submitted online; paper copies will not be accepted.

SUPPLEMENTAL EXAM QUESTIONS

- 1) Do you currently have an ICC certification as a residential building inspector? If no, are you willing to obtain one within 60 days?
- 2) Do you have two (2) years of experience in construction or building inspection? Please explain where you gained this experience.