



Building Inspector/Plans Examiner

City of Kenmore

SUMMARY

Performs plan reviews and inspections of residential and commercial sites, buildings, and structures in the process of construction, alterations, or repairs for compliance with applicable codes, approved plans and specifications, safe construction practices, and other regulations and ordinances related to the safety, health, and welfare of the public. Frequently interacts with external customers and other members of the public. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required from time to time.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs building and construction inspections of varying complexity, including those involving commercial and industrial buildings or service-oriented buildings with state-of-the-art infrastructure.
- Inspects buildings, heating and ventilating systems, plumbing systems, retaining walls, fences, towers, swimming pools, and other structures in the process of construction, remodeling, or repair; determines if the structure meets approved permit, plans, specifications, applicable codes, and special inspection requirements. Requires corrections to be made when deficiencies are discovered.
- Assists builders, owners, engineers, and architects in determining how corrections may be made to achieve code compliance. Inspects sites and buildings prior to remodeling to determine validity of permit application and compliance with zoning restrictions.
- Inspects dangerous structures subject to condemnation for fire and life safety requirements. Inspects damaged or deteriorating buildings to determine needed repairs. Investigates alleged violations of building and zoning ordinances.
- Investigates and resolves complaints involving improper workmanship, safety problems, or nuisances related to construction projects. Issues stop work orders and other enforcement measures when appropriate.
- Prepares reports of field inspections. Documents status, nature of compliance, or deficiency, and recommended correction or course of action.
- Conducts pre-construction meetings and attends development review meetings such as pre-application meetings with developers, contractors, engineers, architects, and other staff to explain inspection processes and procedures.
- Examines plans, drawings, and specifications for proposed construction projects within the scope of expertise required of this position, usually structural, mechanical, plumbing, and life safety aspects. Works with customers to resolve difficulties or violations of codes.
- May issue building permits for fully examined and approved plans, including fee calculations and collection based on size, type, and method of construction.

- Provides technical advice to the City on City-owned projects. May lead City applications through the permit process.
- Schedules and tracks inspections and reviews.
- Performs emergency preparedness and response duties, including but not limited to participation in emergency simulations and exercises as well as in-field damage assessment.
- Performs other duties as assigned that support the overall objective of the position and needs of the organization.

QUALIFICATIONS

Knowledge & Skills:

- Thorough knowledge of provisions of the Washington State Building Codes.
- Working knowledge of the methods, practices, and materials used in building construction.
- Knowledge of and skill at using a computer and software to access and manage information.
- Special skill in evaluating construction methods reading and interpreting building and/or structural plans, reading and interpreting building and/or structural codes and applying them to specific situations.
- Sufficient communication skills to write reports and document inspections.
- Sufficient interpersonal skills to explain technical building information and code requirements to knowledgeable and lay persons and to resolve conflict with others in a positive manner.
- Sufficient math skills to read and record distances and load bearing calculations.

Abilities:

- Carry out the essential functions of the position.
- Read and interpret plans, drawings, and engineering specifications, and apply them to codes, regulations, and ordinances.
- Learn and apply Federal, State, and City regulations, codes, laws and ordinances for structural, fire, and mechanical building safety.
- Observe and document code compliance.
- Place a high value on customer service and to work courteously and cooperatively with citizens.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.
- Lift, carry, push, or pull objects weighing 50 lbs.
- Climb steps and tall ladders, stoop, crawl under buildings and in attics, traverse uneven or steep terrain, and generally have the overall stamina and ability to perform moderate strenuous physical activity.
- Office work and plans review requires the ability to remain in one posture for extended periods of time, visual acuity at 20 inches or less and hearing acuity for speech discrimination.
- Be able to talk, receive, and understand written and oral communication and give written and oral instruction.
- Driving ability to transport oneself in and around Kenmore and King County.

Education and Experience:

- The position typically requires an associate degree in building or engineering science or two years of construction related working experience and
- Four years of inspection experience.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

Licenses and Certificates

- Requires a valid driver's license.
- ICC certification in Building and Building Plans Examiner within the first six months of employment.

ADDITIONAL INFORMATION

- Work Environment – Work is performed both indoors and outdoors and may entail exposure to all weather conditions while driving to or conducting inspections. Field inspection work can expose the employee to safety hazards such as uneven terrain, falling objects, heavy equipment, power tools, inspecting roofs, unfinished framing, natural gas, exposed wiring, hazardous chemicals, carcinogens, bloodborne pathogens, open ditches and trenches, traffic, and working in confined spaces such as underground tunnels and restricted access building sites.
- Hours of Work –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is eligible for a partial teleworking arrangement. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening, or weekend meetings when necessary.

OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

Department: Development Services

FLSA: Non-exempt

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