



Construction and Building Inspector

City of Kenmore

SUMMARY

Performs a variety of inspections including but not limited to site development activities on both public rights-of-way and private property, as well as inspections of building, plumbing, and mechanical work. The position independently inspects development proposals to verify compliance with approved permits, plans, specifications, documents, safety standards, best management practices (BMPs), and quality control standards. 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. This position works closely with the Senior Development Review Engineer and Building Official; the position reports directly to the Development Services Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Independently performs a variety of routine and complex construction inspections for stormwater management facilities, temporary erosion and sediment control (TESC), roads, frontage improvements, and related infrastructure; assures quality work, cost control and compliance with approved plans, drawings and specifications, permits, standards, and codes including environmental protection laws.
- Performs building inspections on commercial and residential projects, including but not limited to building, mechanical, plumbing, retaining walls, and other structures.
- Identifies and records any deficiencies or deviations from quality and safety standards, approved permits, plans, relevant codes, and project specifications; communicates these issues to the contractor, providing guidance on necessary corrections. Refers complex issues or interpretive disagreements to the Senior Development Review Engineer and/or Building Official for resolution.
- Reviews project plans and specifications to familiarize with project details before inspection; conducts field inspections to assess and verify completed work, ensuring quality of workmanship, materials, and adherence to approved plans, specifications, and relevant codes and regulations; coordinates and observes testing of the work site, materials, and products to ensure all quality and safety standards are met.
- Assists contractors with issues and inquiries within the scope of authority; proactively anticipates potential problems and seeks solutions; communicates project objectives and ensures effective communication of project status with City staff, contractors, and relevant parties.
- Leads pre-construction meetings with developers, contractors, engineers, architects, and other staff to clarify inspection processes and expectations.

- Supports the public with construction-related inquiries concerning site development; explains relevant City codes, policies, procedures, and regulations; provides information and guidance within authority limits.
- Approves the release of performance bonds and agreements and coordinates final and substantial inspections to confirm project completion.
- Performs duties related to emergency preparedness and response, including field damage assessments and other tasks as needed.
- Engages and communicates clearly and effectively, both verbally and in writing, with developers, colleagues, and community members, consistently upholding a positive representation of the city in all interactions.
- Generates reports, correspondence, photographic evidence, and other visual materials to document and illustrate compliance.
- Manages time effectively and efficiently to complete all daily inspections and prepare for the next day's schedule; promptly communicates with customers if running late or needing to reschedule.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge & Skills:

Requires knowledge of:

- City policies and procedures.
- Fundamentals of civil engineering and construction methods and practices.
- Federal, State, and local construction and safety codes, regulations and standards, and specialized sources of construction safety information.
- Regulations governing public works projects, including, American Association of State Highway and Transportation Officials (AASHTO), Manual on Uniform Traffic Control Devices (MUTCD), and WSDOT standards, protocols, specifications, and guidelines.
- Methods and techniques of inspecting construction projects and structures.
- Regulations, protocols, and standards for construction inspection and plan review activities.
- Construction methods and effective inspection practices to assess workmanship and material quality and identify deviations from construction and safety standards.
- Provisions of the Washington State Building Codes (e.g., IBC, IRC).
- Testing methods for construction materials and work sites, including surface water management standards and TESC practices.
- Methods, practices, and materials used in building construction.
- Occupational hazards and safety precautions.
- Effective verbal and written communication skills.

Abilities:

Requires the ability to:

- Exercise independent judgment within established procedural guidelines.
- Interpret statutes, rules, ordinances, codes, and regulations, comparing them to plans and technical specifications.
- Read and interpret construction drawings and specifications, ensuring consistency with ongoing construction.
- Review and validate mathematical calculations.
- Provide guidance on standard construction methods and compliance requirements.
- Establish and maintain effective working relationships with staff, agencies, elected officials, and the public.
- Contribute as a team member, collaborate effectively with other teams and external customers, and represent the City and its services in a positive manner.
- Work involves moving, communicating, operating objects, tools, or controls and reaching. Vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. Ability to 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. The employee may be required to push, pull, lift, and/or carry up to 25 pounds.

Education and Experience:

High School diploma or GED equivalent, associate's degree preferred; AND four (4) years' experience as a Construction Inspector and/or Building Inspector, preferable with the City of Kenmore or local municipality; OR an equivalent combination of education, training, and experience. Experience with TRAKiT/Central Square software, Mybuildingpermit.com, and Bluebeam is preferred.

Licenses and Certificates

- Requires a valid driver's license and maintaining an acceptable driving record.
- Required Construction Site Erosion and Sediment Control certification (CESCL) OR ability to obtain within one (1) year of hire.
- Requires ICC residential building inspector certification OR ability to obtain within one (1) year of hire.
- Must complete First Aid/CPR training; additional technical training and certifications may be required.

ADDITIONAL INFORMATION

Work is primarily performed in the field at construction sites, with some time spent in a standard office environment. The noise level in the work environment is usually moderately quiet while in the office, or moderately loud when in the field. Requires driving ability to transport oneself in and around Kenmore and King County.

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

City of Kenmore

Revised: 2024