

City of Bellingham
Classification Specification - Civil Service or AFSCME

CLASS TITLE	Senior Building Inspector
DEPARTMENT	Planning\Building Services
UNION:	114
SG:	15
CS:	Promotional
FLSA:	Y
EE04CODE:	TE

NATURE OF WORK:

This is the lead position in the building inspector series. The Senior Inspector assigns daily inspections as well as plans major project assignments for staff. Provides training and orientation of new Building Inspectors. The Senior Inspector performs the full range of combination inspections on residential, commercial and industrial projects as the Building Inspector II and will be responsible for the most sensitive and difficult projects.

SUPERVISORY RELATIONSHIPS:

Reports to the Building Official.

ESSENTIAL FUNCTIONS:

1. Performs "essential functions" as described for Building Inspector I and II.
2. Assigns daily inspection requests in a manner designed to achieve consistency of inspections, quickest possible response to requests, efficient use of inspection resources and equitable balance of work load among inspectors.
3. Assigns inspectors to major projects.
4. Assigns investigations and complaints of code violations to inspector staff.
5. Helps design and provides training and orientation of new inspectors. Provides direction to Building Inspectors and assists them in achieving appropriate solutions to field problems.
6. Identifies specific needs for code clarification and/or interpretation.
7. Suggests changes in process, organization and procedures which would improve service, efficiency and workplace conditions.
8. Schedules and facilitates inspector and plans examiner technical meetings.
9. Performs "additional work" as described for Building Inspector I and II.
10. Oversees purges of expired permits at the direction of the building official.

11. Assists in motivating and guiding inspector staff.
12. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to interpret plans, specifications and engineering drawings and compare them to construction in progress.
- Ability to communicate effectively and provide clear, concise explanations of procedures and regulations and to deal with the public using courtesy, empathy and tact.
- Interpersonal skills and sensitivity, assertiveness, stress tolerance, and composure to function effectively in stressful and/or confrontational situations.
- Ability to utilize computerized permit management resources and other office equipment.
- Ability to exercise good judgement and to tactfully resolve problems with citizens, staff, and others with whom inspectors interact including professional clientele and government agencies.
- Knowledge and skills in planning, organizing, and time management and the ability to organize work to meet deadlines.
- Ability to handle several tasks simultaneously and to meet deadlines while maintaining accuracy and attention to detail in an environment of frequent interruptions.
- Ability to work independently in carrying out position responsibilities.
- Ability to prepare, route, maintain, update and otherwise provide complete, accurate records as required by the inspection process and other code enforcement activities.
- Good working knowledge of construction materials and methods.
- Ability and knowledge to conduct inspection duties in accordance with commonly established safety practices and policies.
- Good oral and written communication skills.
- Physical ability to perform the essential functions of the job including the ability to lift and carry approximately 40 pounds, mobility necessary to safely move about construction sites and stand, sit, or bend in awkward positions.

WORKING ENVIRONMENT:

Work is shared between office and field environments in a frequently stressful atmosphere. Office work is performed at the public counter or in an office setting using computers, phones and other office equipment. Field work is performed construction sites in various states of completion, where safety shoes are always required, hard hats are frequently mandatory, and standard safety practices are always expected. Construction projects frequently require climbing ladders, construction stairs, scaffolding and steep sites. Access to under floor areas and attic spaces require bending, kneeling and crawling. Lighting may be limited, movement may be restricted, loud noises may be present, and terrain may be rugged. Sites may be wet and slippery. All weather conditions should be expected. Inspectors should expect to enter and exit their vehicle many times each day. May involve lifting and carrying paper files, large rolls of plans, or boxes of records weighing up to 40 pounds.

EXPERIENCE AND TRAINING REQUIREMENTS:

- High school graduation or equivalency (GED).
- ICBO Building, Plumbing and Mechanical Inspector Certifications. Other recognized certifications by ICBO, CABO, WABO, etc. are desirable.
- Three (3) years experience as a Building Inspector with the City of Bellingham or an equivalent position with another municipality.
- At least three years of journey level experience in building construction trades.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license at time of hire.
- Good driving record. Candidate considered for hire must submit an abstract of his/her driving record for the past three years.

PREPARED BY: Preston Burris
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12/97

REVIEWED BY: _____
Jay Gunsauls, Fire Chief

COMMISSION APPROVAL: _____

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