



CITY OF PACIFIC

JOB DESCRIPTION

Building Inspector/Code Enforcement Officer

Department: Community Development

Reports to: Community Development Director

POSITION SUMMARY: The Building Inspector/Code Enforcement Officer is responsible for plan review and inspection of construction projects and enforcement of building and zoning codes as adopted in the Pacific Municipal Code. This position is multi-faceted and requires degrees of diplomacy, critical thinking, technical understanding of the international building codes, and interpersonal and interdepartmental skills.

DUTIES AND RESPONSIBILITIES: With oversight from the Community Development Director, the Building Inspector/Code Enforcement Officer performs independent review of building permit applications, as well as associated land-use and civil plans for consistency with the Pacific Municipal Code. The position also requires an understanding of zoning and environmental regulations and the various code provisions for enforcing them. It provides direct assistance to the public and applicants through process guidance, code citation, and direction. Advises other city departments on building code requirements and code enforcement processes.

Essential functions of this position include, but are not limited to:

- Review residential and commercial project permit applications for compliance with federal, state, and locally adopted codes.
- Issue approved permit applications on behalf of the city.
- Inspect construction and building sites, buildings with alterations, changes of use, or repairs underway, and other sites as may be directed for compliance with approved applications, decisions, issued permits, and pertinent codes.
- Provide information to property owners, developers/contractors, business owners, other city departments, and other parties related to the city's adopted building code.
- Prepare, present and contribute written, oral, and graphic reports to elected and appointed bodies, hearing bodies, community groups, and the general public.
- Direct and review the work of consultants on peer reviews and permit application reviews.
- Assist the department in maintaining an effective filing system for all materials related to applications, inspections, and code enforcement activities.
- Receive, process, and resolve citizen complaints and code violations relative to the codes within the enforcement purview of the Community Development Director and/or their assigns.
- Issue stop work orders, notices of violation, and occupancy limitations.
- Represent the city at appeal hearings before the specified hearing body.

- Assist the city in maintaining an active business license program through code compliance review and inspections.
- Attend evening meetings and public hearings, as necessary or directed.
- Assist in the preparation and administration of grant applications as may be directed.
- Assist and back-up other positions within the department as needed.
- Train other employees on all aspects of the position in order to ensure adequate coverage during times of absence.
- Perform other duties as assigned.

SKILLS AND ABILITY TO:

- Communicate effectively, both verbally and in writing, with demonstrated proficiency in the English language including composition, spelling, grammar, and punctuation.
- Maintain professionalism and perform all functions with a customer service focus.
- Manage workload to ensure timely and accurate completion of routine tasks and special projects.
- Work independently under general supervision while maintaining the expectations set forth for the position.
- Communicate technical information to non-technical audiences through a variety of mediums.
- Use a PC, Microsoft Office software programs, specialized software programs, copier, fax, conventional and cellular telephones, and audio recording devices.
- Respectfully navigate difficult or tense conversations with the public or other staff members.
- Read and understand technical plans, construction drawings, codes, policies and procedures.
- Perform basic math.
- Mentor and Train other employees on all aspects of the position in order to ensure adequate coverage during times of absence.

DESIRED AND REQUIRED MINIMUM QUALIFICATIONS:

Knowledge of:

- All aspects of building construction materials and methods.
- Building, fire, plumbing, mechanical and energy codes.
- Legal aspects of code enforcement.
- Zoning and environmental regulations, generally.

Experience and Education:

- High school diploma or GED equivalent; and
- Two years of experience in a construction-related field conducting plan review and/or inspections is desired.
- Within 12 months of hire, International Code Council (ICC) Certification:
 - Building Inspector
 - Mechanical Inspector
 - Plumbing Inspector
- Within 18 months of hire, ICC Certification:
 - Building Plans Examiner

- Within 24 months of hire, ICC/AACE Certification
 - Code Enforcement Officer
- One of the above certifications is **REQUIRED** at time of hire; time and training will be supported for incumbents needing additional certifications; and

OR a demonstrated combination of Knowledge, Experience and Education that demonstrates the ability to perform the essential functions of the position.

- A valid WA State driver's license is required.

PHYSICAL REQUIREMENTS:

- Walking, standing, bending, crawling, climbing, and lifting records, boxes, and objects up to 40 pounds; fine motor skills; auditory, verbal, and visual ability.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

WORKING CONDITIONS: Work is performed both indoors in an office setting and outside of the office on construction sites, commercial, industrial, and residential developments, private homes, and vacant lands. Some days may involve sitting at a desk for long periods of time, entering data into a computer. Some days may involve driving and walking for long periods of time. The ability to efficiently move around the various work areas to help customers is mandatory.

This job description describes the principal duties of this position, the general level of knowledge, and skill required, and the general scope of responsibility. It should not be considered an all-inclusive listing of duties, responsibilities, or qualification requirements.

The City of Pacific is an Equal Opportunity Employer.

Approved by:

_____ Dated: _____
Vic Kave, Mayor