

CITY OF SAMMAMISH POSITION DESCRIPTION

POSITION TITLESenior Combination Inspector
DEPARTMENTCommunity Development
DIVISIONBuilding
REPORTS TO Building Official
FLSA STATUS.....Non-exempt
SALARY RANGE\$75,424.00-\$103,223.00 per year (Grade N)



To be considered for the position, please apply:
<https://apply.govjobstoday.com/JobAnnouncement.aspx?jid=9486>

GENERAL PURPOSE

Under the supervision of the Building Official, performs electrical, mechanical, plumbing, and building inspections of commercial and residential buildings; inspects construction sites, installation methods and materials, and construction details of commercial, multifamily and single-family structures to verify compliance with standards, codes and regulations; examines construction drawings and specifications; provides information concerning construction codes and requirements.

This position serves in a technical leadership capacity for the Building Division and is able to handle the most complicated inspection situations. The position provides scheduling, oversight, and assistance to electrical and building Inspectors.

This position will be responsible for the development, maintenance and operation of an inspection-tracking program, and for providing weekly and monthly summaries to the Building Official. The person filling this position is expected to perform a wide range of office and field duties as may be required from time to time. This is a full-time professional position, requiring advanced knowledge of the wide range of electrical, building and life safety inspection responsibilities and duties. The position is non-exempt (FLSA) and serves at-will, at the pleasure and discretion of the City.

SUPERVISION

The Senior Combination Inspector works under the direct supervision of the Building Official in the Building Division of the Community Development Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Schedules on-call and contract personnel, covering vacation, sick leave, emergency leave, and training.
- Provides training for contract staff.
- Provides input in budget preparation, makes recommendations as to building inspectors' staffing/equipment needs, etc.
- Serves as liaison between Building Division management, electrical and building inspectors.
- Oversees and monitors inspectors' workloads and assures that Inspectors perform daily procedures and job functions.
- Monitors and orders supplies for inspection personnel.
- Assists with interpretations of codes/regulations in solving difficult problems.

- Researches new products and materials for code compliance.
- Provides input to the Building Official on performance evaluations for Building Inspectors.
- Assists Building Official by investigating field complaint circumstances to determine validity of complaints about inspectors or inspection results.
- Assists with Building Division training.
- Coordinates construction compliance concerns with the Plans Examiner and assists in developing policies and procedures.
- Conducts field inspections of construction projects to insure compliance with the adopted Building, Mechanical, Plumbing, Electrical, Fire, and State Energy, Ventilation and Indoor Air Quality Codes as well as other State laws and City of Sammamish Ordinances and Policies.
- Provides assistance to architects, engineers, contractors and the general public to help them understand the code requirements of the City.
- Reads and interprets architectural drawings, site plans, topography and structural drawings with actual construction to insure compliance with applicable codes.
- Recommends interpretations of adopted codes to the Building Official.
- Keeps notes and maintains records to document his inspections and related work.
- Serves on MBP Inspection Services Committee, helps with inspection checklists and tip sheets.
- Functions as liaison with other city departments, agencies, and code enforcement officer; assists in developing solutions.
- Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Municipal organization, operations, policies, and objectives.
- Research techniques and procedures.
- Office practices, procedures, and equipment.
- Applied mathematics
- Electrical, building and construction terminology
- Standard specification compliance methods, the development community and contractor construction methods
- Federal, State, and local uniform codes and development regulations, and City and department policies and procedures.
- Construction materials and sequencing; strengths of material and structural mechanics, structural systems and components.
- Sizing frame members for gravity loads, building performance dynamics in mitigating wind and seismic forces.

Skills / Abilities:

- Interact with the public in an effective, customer friendly manner.
- Establish and maintain effective working relationships with City staff and other organizations.
- Interpersonal customer relations skills using tact, patience, and courtesy.
- Possesses strong conflict resolution skills.
- Foster collaborative group process and efficiently use resources.
- Work independently and make appropriate decisions regarding work methods and priorities.
- Maintain confidentiality.
- Demonstrate a strong sense of personal ethics along with professional judgment and discretion.

- Research and analyze complex problems and develop, recommend, and implement sound solutions.
- Communicate effectively, both orally and in writing.
- Maintain records and prepare reports.
- Meet schedules and legal time lines.
- Interpret and explain City, State, Federal codes, ordinances, specifications, policies, procedures and standards.
- Analyze situations accurately and adopt an effective course of action.
- Ability to communicate, interact and function effectively under stressful and/or confrontational situations that require counseling, instruction, persuasion or negotiation.

MINIMUM QUALIFICATIONS

Any combination equivalent to four (4) years of experience as a journeyman electrician in installing and maintaining electrical equipment; and two (2) years college-level or trade school course work in structural engineering, construction technology, building inspection technology or related field and two years journey-level experience in plans examination and building construction, building or code compliance inspection, or any equivalent combination of education, experience and certification. Experience as an electrical/building inspector with a municipality preferred.

CERTIFICATION

This position requires current ICC certification as a Building Inspector, Mechanical, UPC Plumbing and NEC Electrical Inspector, or Combination Inspector; and a valid Washington State driver's license and a good driving record.

DESIRABLE QUALIFICATIONS:

Experience as a Combination Building Inspector with a wide range of project types is desirable. ICC Certification as a Plans Examiner. Field experience in the building trades. Continuing education and training courses related to inspection and code enforcement.

PHYSICAL DEMANDS:

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

Position requires the ability to transport oneself to a variety of locations, primarily in and around the City of Sammamish.

While performing the duties of this job, the employee is required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to talk and hear. Hand-eye coordination is necessary to operate various pieces of office equipment. The employee must occasionally lift and/or move up to 15 pounds.

WORK ENVIRONMENT

Work is performed in both field and office settings with the majority of the work being performed out-of-doors. While performing the duties of this job the employee divides his or her time between an outdoor construction site and an indoor office environment, connected by travel in a vehicle on city streets and sometimes-unimproved roads.

Employee may be exposed to noise from basic office machine operation, and may be required to walk rough terrain and climb inclines at work sites. May also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Duties are performed both individually and as part of a work team. The work environment is fast-paced and moderately noisy. Attendance at night meetings may be required, and meeting project deadlines may require working more than forty hours per week.

DISCLAIMER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment of the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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