



Post Office Box 459
Winthrop, WA 98862

TOWN OF WINTHROP

Phone (509) 996-2320
Fax (509) 996-9221

JOB ANNOUNCEMENT

The Town of Winthrop is currently accepting applications for a part time Building Inspector/Plans Examiner. Requirements: WA State Drivers License; HS Diploma or GED; ICC certified residential building inspector or obtain certification within six months from date of hire; ICC certified commercial building inspector or obtain certification within ten months from date of hire; ICC certified building plans examiner or obtain certification within twelve months from date of hire. Duties include but are not limited to, building inspection, plans examination, code enforcement. Normal Work week is 16 hours. Rate of pay is \$29.72 - 37.72 per hour, depending upon certifications. Applications and/or job description may be obtained at Winthrop Town Hall, 206 Riverside Avenue, or mailed upon request (509) 996-2320. Open until filled. First review of applications will be March 6, 2025. The Town of Winthrop is an equal opportunity employer.

JOB TITLE: Building Inspector

DEPARTMENT: Building

REPORTS TO: Building Official

SUPERVISES: NA

SUMMARY:

Reviews application, plans and specifications; performs field inspections for residential, commercial and industrial construction projects to ensure compliance with related codes and ordinances.

ESSENTIAL FUNCTIONS:

- Responds to inquiries from the public and contractors relative to code and statutory construction requirements
- Maintain current knowledge of new construction methods, materials, techniques, codes and regulations affecting building construction and inspection
- Coordinate with the Permit Administrator to support permit issuance, fee collecting and remittance
- Perform comprehensive review of plans, specifications and calculations for compliance with applicable codes, town standards and state statutes
- Conduct on-site field inspections to verify that construction materials and methods are in conformance with approved plans, and accepted building standards, codes and ordinances
- Observes conditions and issues notices for corrective action, including stop work notices in the case of violation of town codes or ordinances
- Maintain detailed records of plan review, inspection results and follow-up inspections throughout project duration
- Checks complaints concerning defective construction and installations
- Enforces miscellaneous municipal codes as defined by the Town Code
- Process, permit and enforce Floodplain Development Permits
- Attend/support preconstruction meetings

ADDITIONAL FUNCTIONS:

- Other related duties as assigned.

QUALIFICATIONS:

Education/Experience:

High School diploma or G.E.D equivalent

Prefer 2 year degree in a related field (civil engineering, construction management, etc.)

Broad experience in construction techniques and inspection

Required Knowledge:

- Working knowledge of computers and data processing systems
- Thorough working knowledge of current uniform codes and national standards
- Knowledge of principles and practices involved in code enforcement and building inspection; inspection techniques, construction materials and practices in the fire life safety, structural, mechanical and plumbing fields
- Knowledge of applicable laws, codes and ordinances affecting construction, zoning and building inspection

Required Skills:

- High level of time management skills, as the position dictates frequent interruptions
- Sound judgement in making decisions independent in accordance with established policies, procedures and regulations
- Skilled in reading, interpreting and explaining complex drawings, specifications, codes, ordinances and other related documents
- Communicate effectively, both verbally and in writing, to establish and maintain working relationships with staff, general public, contractors, applicants and other interested parties
- Work independently as well as collaborate with town staff
- Possess exceptional written and verbal communication and customer service skills
- Possess computer related skills in a windows environment

Licensing/Certification Requirements:

Valid Washington Drivers License

ICC Commercial & Residential Building Inspector certification

ICC Building Official certification

Physical and Mental Requirements:

Visual and manual abilities associated with field inspections, including bending, climbing and reaching in adverse weather conditions

APPLICATION FOR EMPLOYMENT

TOWN OF WINTHROP

We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application
How Did You Learn About Us? <input type="checkbox"/> Advertisement <input type="checkbox"/> Friend <input type="checkbox"/> Inquiry <input type="checkbox"/> Employment Agency <input type="checkbox"/> Relative <input type="checkbox"/> Other _____		
Last Name	First Name	Middle Name
Address	Number	Street
		City
		State
		Zip Code
Telephone Number(s)		Social Security Number (voluntary)

Best time to contact you at home is:

_____ : _____ AM
PM

If you are under 18 years of age, can you provide required proof of your eligibility to work?

Yes No

Have you ever filed an application with us before? If Yes, give date _____

Yes No

Have you ever been employed with us before? If Yes, give date _____

Yes No

Do any of your friends or relatives, other than spouse, work here?

Yes No

If Yes, state name, relationship and location _____

Are you currently employed?

Yes No

May we contact your present employer?

Yes No

Are you prevented from lawfully becoming employed in this country because of Visa or Immigration Status?

Yes No

Proof of citizenship or immigration status will be required upon employment.

Date available for work ____/____/____

What is your desired salary range? _____

Are you available to work:

Full Time

(Please indicate 1 2 3 shift)

Part Time

(Please indicate Mornings Afternoon Evenings)

Temporary

(Please indicate dates available ____/____ - ____/____)

Are you currently on "lay-off" status and subject to recall?

Yes No

Can you travel if a job requires it?

Yes No

EDUCATION

School	Name and Address of School	Course of Study	No. of Years Completed	Diploma / Degree
High School				
Undergraduate College				
Graduate/Professional				
Other (Specify)				

ADDITIONAL INFORMATION

State any additional information you feel may be helpful to us in considering your application, including any job related training in the U.S. Military.

Note to Applicants: DO NOT ANSWER THIS QUESTION UNLESS YOU HAVE BEEN INFORMED ABOUT THE REQUIREMENTS OF THE JOB FOR WHICH YOU ARE APPLYING.

Are you capable of performing in a reasonable manner, with or without a reasonable accommodation, the activities involved in the job or occupation for which you have applied? A review of the activities involved in such a job or occupation has been given.

____ YES ____ NO

WE ARE AN EQUAL OPPORTUNITY EMPLOYER

WORK EXPERIENCE

Start with your present or last job. Include any job-related military service assignments and volunteer activities. Exclude organizations which indicate race, color, religion, gender, national origin, disabilities or other protected status.

Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No
Employer	Dates Employed		Work Performed
	From	To	
Address			
Telephone Number(s)	Hourly Rate/Salary		
Starting/Present Job Title	Starting	Final	
Supervisor			
Reason for Leaving	May We Contact		<input type="checkbox"/> Yes <input type="checkbox"/> No

PERSONAL/PROFESSIONAL REFERENCES

Do not include family members or past supervisors.

Name	Phone Number	Best Time to Call	Occupation
1.			
2.			
3.			

APPLICANT'S STATEMENT

I certify that answers given herein are true and complete.

I authorize investigation of all statements contained in this application for employment as may be necessary in arriving at an employment decision.

This application for employment shall be considered active for a period of time not to exceed 45 days. Any applicant wishing to be considered for employment beyond this time period should inquire as to whether or not applications are being accepted at that time.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand, also, that I am required to abide by all rules and regulations of the Employer.

Signature of Applicant

Date