

## **BUILDING INSPECTOR, LEADWORKER**

### **JOB PURPOSE AND SUMMARY**

This is responsible technical residential and commercial building inspection and enforcement work which includes leadworker responsibilities for Building Inspectors I, II, and III.

Positions of this classification lead the work of a group of inspectors engaged in construction site inspections to ensure that plans, materials, and construction conform to local zoning, building fire, plumbing and mechanical codes. Incumbents prioritize, assign, coordinate, monitor and evaluate work; provide technical assistance; resolve minor work or personnel problems; and make recommendations to the Chief Building Official regarding performance evaluations, discipline, training, major job reassignments, and recruitment selection.

Guidelines are available in the form of codes, regulations, policies, procedures and instructions. However, incumbents may be confronted with situations in which they must use considerable judgment in interpreting or applying guidelines. Incumbents may also analyze and evaluate existing guidelines, procedures and policies; recommending changes as appropriate.

General supervision is received from the Chief Building Official. The Chief Building Official makes assignments by defining objectives, priorities and deadlines and assists the incumbent with unusual situations or problems which do not have clear precedents. The incumbent plans and carries out the work independently and is expected to resolve problems in accordance with instructions, policies and accepted practice.

Work is reviewed through periodic conferences, reports and through the adequacy and accuracy of resulting records. Work is evaluated for thoroughness, accuracy, timeliness, effectiveness in interpersonal communication.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Coordinates and leads the work of subordinates engaged in inspecting structural, plumbing, gas fitting, refrigeration, heating , and other construction, installation or modification; confers with inspectors on work problems; accompanies inspectors to review unusual problems and to give general assistance. Performs field inspections and assists in inspections as needed during vacation or other leaves and periods of heavy construction activity.
- Conducts on-site residential and commercial building inspections during construction; verifies residence location on lot, dimensional and structural conformity to approved plans, and use of approved building materials of the proper size and quality for the specific application.

## Clark County, Washington

- Performs residential and commercial plumbing inspections and observes tests of all plumbing and sewage disposal systems, repairs, alterations, renovations and installations.
- Inspects commercial and residential mechanical installations such as air handling units, furnaces, air conditioners, evaporator coolers, ventilation systems, refrigeration systems, incinerators and gas piping.
- Performs inspections of residential, commercial, and public curbs, driveways, sidewalks, and construction sites as directed to assure conformance with County standards, zoning codes, specifications, and proper drainage.
- Reviews plumbing, building, and mechanical code interpretations when required.
- Notifies builders and contractors of building, plumbing and mechanical code violations and stipulates corrections required.
- Prepares complaints for legal action against violators of building codes, related ordinances, laws and regulations.
- Writes and posts stop-work orders when code violations necessitate complete work stoppage.
- Inspects abandoned and dangerous buildings, mobile home installations and answers complaints on zoning code violations.
- Makes recommendations for changes in ordinances, regulations, policies and procedures governing the building inspection program.

### **QUALIFICATIONS**

- Four (4) years full-time work experience as a building, plumbing, or mechanical inspector or equivalent.

### **License or Certificate:**

- Fully certified Plumbing Inspector through ICC, IAPMO, IMC or other approved organizations, or have a Washington State Plumber Journeyman's Certificate.
- Fully certified Building Inspector through ICC or other approved organization..
- Fully certified Mechanical Inspector through ICC or other approved organization.
- Must have a valid motor vehicle operator's license at time of hire.

**Knowledge of** county and state building code and zoning ordinances; adopted Building, Plumbing and Mechanical codes; all major types of building construction, materials and equipment, and the stages of construction when possible defects may occur in building, electrical, plumbing and mechanical work which violates codes and standards.

**Ability to** lead and coordinate the work of a group of technical personnel in a manner conducive to full performance and high morale; proficiently conduct all phases of plumbing, building and mechanical inspection for commercial and residential structures; handle emotionally charged or controversial situations with diplomacy and tact so as to elicit cooperation and compliance with codes, rules or regulations; understand and interpret residential and commercial plans, diagrams, blueprints and specifications; prepare and deliver testimony before the Building Board of Appeals and the Land Use Enforcement Hearings; express ideas clearly and concisely, orally and in writing to both staff and the public; enforce laws, ordinances, rules and regulations firmly, tactfully and impartially; establish and maintain effective relationships with developers, contractors, builders and the general public; read and comprehend technical codes and analyze situational variations to determine the correct response.

Revised: 07/05; 08/07  
Office use: 6/20/00