

CED BUILDING INSPECTOR

THE COMMUNITY

Port Angeles is a modern community with a rich and diverse history. Abundant in cultural events, including festivals, art, music, outdoor recreation, and sporting events, Port Angeles is also fortunate to be enhanced by a thriving and active Native American culture. Education options in the area are fantastic, with public schools consistently ranking very high. Our city is the home of Peninsula College, which offers both two and four-year degrees.

Port Angeles and the surrounding region offer incomparable recreation opportunities for year-round activities. Close by are hot springs, numerous rivers, beaches, and parks, the Olympic National Park and the Olympic Discovery Trail, which is one of the longest trail systems in the U.S.

Our city is a tourist destination and international gateway via ferry to Victoria, British Columbia, Canada. Residents enjoy a mild, coastal climate with daytime temperatures ranging from 40° in the winter to 70° in the summer. Average rainfall is less than 25 inches per year.



THE CITY

As a full-service City, Port Angeles provides a wide array of municipal services such as police, fire, public works, parks, utilities, and planning to its 20,000 residents. Additionally, Port Angeles provides regional services such as water, sewer, emergency dispatch and solid waste to surrounding communities.

THE POSITION

This is the first position in the building inspector series. The Building Inspector performs building inspections and plan review, organizes, and coordinates the activities of the building inspection program, secures compliance with municipal ordinances and regulations governing building construction, alteration, repair, demolition, grading, zoning and code e Administers and enforces the provisions of municipal codes and regulations pertaining to building and construction, grading, mechanical, plumbing and sign ordinances.

Position responsibilities include:

- Administers and enforces the provisions of municipal codes and regulations pertaining to building and construction, grading, mechanical, plumbing and sign ordinances.
- Performs plan check and reviews plan specifications and structures for compliance with City, State, and Federal codes and regulations.
- Determines appropriate fees based on City ordinance and issues construction permits.
- Recommends the initiation of abatement and condemnation proceedings.

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Position responsibilities continued:

- Maintains the building division filing system and records archiving in accordance with the State of Washington Records Management procedures.
- Assists the public in obtaining information relative to codes and building issues. Confers and corresponds with private and public external agencies and organizations.
- As assigned, discuss, and explain various code regulations with the Planning Commission, Building Board of Appeals, and City Council on behalf of the Building Division.
- Organizes and maintains records related to construction activity with the City.
- As applicable, prepare letters and notices requiring compliance with codes and ordinances. and prepares and presents staff reports and recommendations on building issues.



THE IDEAL CANDIDATE

The ideal candidate should possess the following:

- Knowledge of building construction, materials and methods, and the stages of construction where possible violations and defects may be most easily observed and corrected.
- Knowledge of Uniform Building, Plumbing, Mechanical, Fire Codes and zoning and other related municipal ordinances.
- Knowledge of current legislative and judicial actions affecting building construction.
- Knowledge of operation of personal computer software related to building construction applications.
- Knowledge of construction codes including the Washington state building codes, uniform plumbing code, energy code, and International Building Code (IBC); applicable federal, state, and local laws, codes, ordinances, regulations, policies and procedures related to plans review, building inspection, and code enforcement; design and structural engineering principles, techniques, and practices; plans examination and review procedures; interpersonal skills including tact, patience, and courtesy; construction tools, equipment, materials, safety standards and modern methods of building construction; and modern office procedures, methods, and equipment.
- Ability to provide excellent customer service through effective communications with citizens, the development industry, regulatory agencies, and other public agencies.
- Ability to operate a personal computer and related word processing, permitting, and engineering software.
- Ability to explain technical items and problems in a lay person's terms, and read, interpret, apply, and explain regulations, codes plans, policies, and procedures.
- Ability to communicate effectively with the public, contractors, developers, and co-workers, both orally and in writing.

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The Ideal Candidate Continued:

- Ability to perform complex and technical review of construction plans.
- Ability to perform a variety of inspections at construction sites.
- Ability to understand laws and other regulations related to building construction, including reading and interpreting building plans, specifications, and blueprints. Ability to interpret and enforce building and other construction regulations in a consistent manner.
- Ability to establish and maintain effective working relationships with elected and appointed officials, other supervisors, employees, building owners, contractors, applicants, and the general public in a courteous and tactful manner.
- Ability to maintain public records and prepare reports as required.
- Ability to communicate, read, write and understand English at a level necessary for efficient job performance.



PREFERRED QUALIFICATIONS

Education:

- High school graduation or equivalency (GED)

Certifications:

- ICC Residential Building Inspector Certification is preferred or is required within 1 year of employment.
- ICC Residential Plans Examiner Certification is preferred or is required within 2 years of employment.

Experience:

- A minimum of one year experience as a building inspector, plan review, or code enforcement in a municipal agency or four years of construction work experience is required.

Other necessary requirements:

- Possession of a valid Washington State driver's license at the time of appointment (or the ability to acquire one within 30 days), and a driving record acceptable to the City's Human Resources Manager.

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COMPENSATION & BENEFITS

Community and Economic Development Building Inspector Annual Salary Range:
\$69,422.08 - \$82,919.20 (\$33.376 - \$39.865 per hour)

Position is represented by AFSCME Local 1619.

Benefits include:

- Deferred Compensation plan matching
- Paid holidays and accrued vacation, sick leave, and floating holidays
- Medical insurance with employer contribution to Health Savings Account
- Dental & Vision insurance
- Employee Assistance Program
- Life insurance – employer-paid premiums for \$50,000 plan
- Long term disability
- Wellness Program
- Washington State Retirement System (PERS)

TO APPLY

Apply online at www.cityofpa.us to complete the online job application and submit a letter of interest and resume. COPA is an E.O.E. **Recruitment closes May 8, 2024, at 5:00 pm.**

For more information, please contact Human Resources at 360-417-4510 or afountai@cityofpa.us.

