

SUMMARY OF BENEFITS

Building Inspector/Plans Examiner

Wage: \$5162.00 - \$6157.00 Monthly

First Review: May 17, 2024

Healthcare Benefit Program. Through December 31, 2024 The Employer shall pay the full premium for the major medical health plan established through city union contract. Employee shall pay specified monthly flat rates for dependent medical premiums. In addition, the Employer shall pay the total premium for Dental plan V and Vision Insurance coverage of the Washington State Council of County & City Employees Health and Welfare Trust.

Pension: PERS. City and employee both contribute into the State Retirement Program at required levels. In addition, through December 31, 2024, each bargaining unit member of Teamsters Union 760 shall contribute two dollars (\$2.50) into the Western Conference of Teamsters Pension Trust for each hour compensated not to exceed one hundred and eighty-four (184) hours per month or a total monthly dollar amount of four hundred sixty (\$460) per month and not to exceed two thousand eighty (2080) hours per year or a dollar amount of five thousand two hundred dollars (\$5,200) per year.

Life Insurance: City pays for the premiums for basic life and AD&D life insurance in the amount of \$5,000.

Longevity: Longevity will be paid with their monthly check after completion of:

Vacation leave: Vacation is paid as per the following schedule:

Years of Service	Longevity
5	1.5%
10	3.0%
15	4.5%
20	6.0%

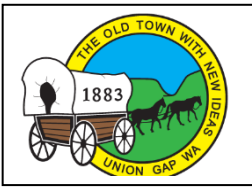
0-5 Years	6.7 hrs. per mo.
5-10 Years	10 hrs. per mo.
10-12 Years	13.33 hrs. per mo.
12+ Years	16.66 hrs. per mo.

Sick leave: Sick leave shall accrue at eight (8) hours of sick leave for each full month of employment. Sick leave may be accrued up to a maximum of 960 hours. Upon retirement, the City will cash out 50% of the sick leave.

Holidays: City recognized holidays include:

New Year's Day (Jan 1st)
 M.L. King Birthday (3rd Monday in Jan)
 President's Day (3rd Monday in Feb)
 Memorial Day (Last Monday in May)
 Juneteenth (June 19th)
 Independence Day (July 4th)
 Labor Day (1st Monday in September)

Veterans Day (Nov 11)
 Thanksgiving Day (4th Thurs in Nov)
 Day following Thanksgiving (4th Friday in Nov)
 Christmas Day (Dec 25th)
 Personal Holiday (selected by employee)



BUILDING INSPECTOR/PLANS EXAMINER

Job Description

Job Title: Building Inspector/Plans Examiner
Department: Public Works & Community Development
Reports To: Director of Public Works & Community Development
Revision Date: April 2024
FLSA Status: Non-Exempt
Union: Teamsters

SALARY RANGE: \$5162.00 - \$6157.00 Monthly

GENERAL PURPOSE:

Under the direction of the Director of Public Works & Community Development, the Inspector/Plans Examiner performs plan reviews and inspection of commercial, residential, and public buildings to ensure compliance with adopted local municipal codes. Responsibilities vary depending on inspection scheduling and specialty factors include reviewing plans for code compliance and processing permit application, advising the public on matters relating to construction and other code requirements, and providing technical information to architects, engineers, contractor, and other persons. Work is performed independently and may include coordinating efforts with colleagues or coaching other employees.

The City of Union Gap has a strong, supportive, and interdependent team culture, where communication and initiative are critical for success in this position. We have a limited number of staff, and each employee is expected to perform a wide range of office and field duties. This position may be required to prepare reports, recommendations, and project updates for presentation to citizens, appointed committees, and the City Council.

SUPERVISION RECIVIED:

Works under the direction of the Director of Public Works & Community Development/Building Official. Work may also be performed in support of the Permit Coordinator. Supervision of others is not required.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Reviews plans for non-structural code compliance including, life safety, conventional framing, plumbing and mechanical, energy, and accessibility.
- Inspect buildings during construction to ensure compliance with approved plans, adopted codes and other applicable regulations and ordinances for commercial, residential, and public buildings
- Investigates complaints and performs inspections of existing buildings to determine if hazardous or illegal conditions exist relating to structures and their use. Determine if matters can be resolved independently or need referral to the Director of Public Works & Community Development/Building Official.

- Assists and advises design professionals, contractors, and the general public in matters relating to construction and code requirements; also helps order, prepare, and maintain reference center materials and public information brochures.
- Prepares letters and written reports; meets with design professionals, owners, and contractors to review plans; and, as may be required, issues notices to correct code violations, issues “stop work” notices, and testifies in court regarding violations.
- Attends professional seminars, meetings and training as required; ensure that all required licenses or certifications are obtained and maintained.
- Provides administrative support for permitting, including application processing, plan review, fee assessment and collection, and permit issuance.
- Maintains and updates inspection records, project documentation and project files, updates permit and inspection tracking data bases (if applicable).
- Operates a variety of standard office and computer equipment.
- May be asked to attend and prepare reports to the City Council and Planning Commission.
- Performs related work as required and other duties as assigned.
- Performs designated duties of the Building Official in the Building Officials absence; to include performing office and filing tasks and helping train new employees.
- Maintain, disclose, and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

- Principles, procedures, materials and standard practices of building construction.
- Building codes and building inspection application thereof.
- Excellent speaking and writing skills.
- Independently recognize, evaluate and properly resolve problems or situations requiring the exercise of good judgment.
- Objectively interpret code requirements, construction plans and additional specifications.
- Maintain records and prepare written reports.
- Deal with the public effectively and professionally, even under tense situations.
- Remain proficient on code revisions, new codes and update inspector skills and certifications.
- Ability to function well in high stress or emergency situations.
- Understand and carry out oral and written directions.
- Establish and maintain a variety of record and filing systems.
- Ability to establish and maintain effective working relationships with a wide variety of others encountered in the course of the work.
- Work independently and as part of a service-oriented team and effectively handle multiple projects and task simultaneously.
- Demonstrate attention to detail and accuracy.
- Work under challenging conditions and with frequent interruptions.
- Ability to plan, prioritize, and coordinated a diverse workload with a minimum amount of supervision.

- Ability to make sound, accurate, and consistent decisions.
- A sense of humor and a positive attitude are essential.
- Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY

Required

- High school diploma or GED equivalent; and
- Three (3) years of related construction inspection, permitting, or plan review experience. Must pass job related tests.
- Certification as a building, residential and/ or fire inspector, or building and/ or fire plans examiner; with the ability to obtain the remaining certifications within twelve (12) months of hire.
- Knowledge of modern office and clerical practices and procedures and skills in the operation of personal computer, including word processing and permitting software, calculator, ruler, copier, fax machine, and telephone.
- Ability to read and interpret plans, blueprints and specifications and compare these with construction in process or with provisions of codes.
- Ability to work in a variety of weather conditions.
- Ability to operate a City vehicle.
- Ability to detect inferior materials and construction techniques that pose a structural safety hazard in the construction of buildings.
- Successful completion of a pre-employment background check, and the ability to maintain a valid Washington State Driver's License throughout employment.

OR

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job.

Preferred

1. Five (5) years of experience performing on-site inspections.
2. Five (5) years of experience working as a plans examiner in a public agency.
3. Possession of a valid ICBO or ICC certification as a building and/ or fire Plans Examiner.
4. Experience working for local government.
5. Experience with permit tracking and review software.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position. Work is performed in both field and office setting. This position requires ability to transport oneself to a variety of locations, primarily in and around the City of Union Gap.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office and field equipment. The employee is occasionally required to sit, climb stairs or ladders, or balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk and hear. The employee may occasionally be required to lift or move up to 50 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Duties are performed both indoors and outdoors under a variety of weather and environmental conditions, including wind, mud, rain, and snow. Duties are usually performed alone but are also performed as part of a work team. Attendance at some night meetings may be required. The work environment is fast-paced and moderate to very noisy.

SELECTION GUIDELINES:

Formal application, rate of education and experience, oral interview and reference check; job related tests might be required.

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 to the position.

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