

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Inspector I**

<b>BAND:</b> <b>B</b> <b>B</b>	<b>GRADE:</b> <b>2</b> <b>3</b>	<b>SUBGRADE:</b> <b>5</b> <b>2</b>	<b>CLASS CODE:</b> <b>J23-6025</b>
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<b>DEPARTMENT:</b> Public Services – Building & Fire	<b>ACCOUNTABLE TO:</b> Administrative Supervisor	<b>JOB FAMILY:</b> Community Development	<b>OVERTIME STATUS:</b> Non-Exempt
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**JOB SUMMARY:** Position is responsible for providing building fire inspection, code enforcement and public education regarding fire protection and programs requiring public compliance with governing regulations.

**DISTINGUISHING CHARACTERISTICS:** The Inspector I classification is the first of a four level job series. The Inspector I differs from the Inspector II in the type of inspection performed and focus on outreach and communication.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample: (position assignments may vary.)	<b>BAND/ GRADE</b>
1	Inspects and approves building and environmental systems for construction, alteration of structures including commercial, industrial, educational, and agricultural construction; Ensures that the project is in compliance with conditions imposed by other agencies and divisions prior to final approval of the project and issuance of a certificate of inspection.	B2
2.	Investigates violations of building, fire, zoning, and other applicable regulations for which enforcement authority has been granted upon complaint, or by their own initiative, by verifying whether site conditions or usages comply with County building, fire, zoning, and public nuisance ordinances;	B2
3.	Organizes and presents community outreach programs and events to the public, agencies, and businesses; develops, conducts, and evaluates presentations to target groups and communities within Yakima County jurisdiction.	B2
4.	Interprets and applies construction and fire and life safety codes and advises property owners about alternative methods in order to satisfy the codes.	B2
5.	Monitors and evaluates inspection reports for compliance with required submittals of reports and for adherence to specified standards and methods of inspection	B2
6.	Other duties as assigned.	

**Knowledge of:** (Position requirements at entry):

Knowledge of:

- Knowledge of inspection practices and construction techniques for building, fire and mechanical codes.
- Applicable local, state and federal building, fire, mechanical codes, ordinances, laws and regulations.
- Construction terminology and practices and basic building design and construction methods.
- Construction-based mathematical calculations.
- Legal processes involved in the enforcement of applicable codes and ordinances.
- Customer service techniques; and
- Being cognizant of construction site dangers such as moving construction equipment, overhead construction activities, hazardous materials, loose scrap materials, and unsecured construction elements

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### Skills (Position requirements at entry):

Skill in:

- Ability to make decisions based on legal guidelines.
- Reading building and construction plans, blueprints, maps, plats and charts;
- Applying customer service techniques.
- Working as a member of a team.
- Making and communicating recommendations for improvements and compliance.
- Interpreting and applying codes, standards, and ordinances.
- Preparing and presenting oral and written reports and written correspondence.
- Locating and diagnosing existing and potentially hazardous conditions.
- Establishing and maintaining effective interpersonal relationships with County and other officials and with the public.
- Communicating both verbally and in writing.
- Maintaining records and performing mathematical calculations.
- Using personal computers and related software applications, measuring devices, and basic office equipment; and
- Operating a motor vehicle.

### Training and Experience (Position requirements at entry):

High School Diploma or General Equivalency Diploma (GED) and six years of technical education or inspection experience or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

Preferred:

- Experience in inspection and investigation, public education, fire prevention, and disaster mitigation.
- Associate's Degree in Fire Science, Public Administration and four years of experience.

### Licensing Requirements (Position requirements at entry):

- Valid US Driver's license and proof of insurance, if requested
- Completion of a criminal history background check to obtain a limited Commission from the Yakima County Sheriff's Office
- Required: ICC Certification Fire Inspector I (within one year of appointment)

### Working Conditions: Position may have the potential exposure to the following:

Environment: Excessive noise, exposure to weather, extreme temperatures, moving/mechanical parts, pathogen exposure, vibration, travel. work in locked down facilities, field work, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations.

Physical Demands: bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

Heavy Work: Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Intellectual Demands: ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

### Classification History:

New: 10/2021

Revised: 12/22