

YAKIMA COUNTY, WASHINGTON
CLASS SPECIFICATION
CLASS TITLE: Inspector II

BAND: B	GRADE: 2	SUBGRADE: 6	CLASS CODE: J23-6026
DEPARTMENT: Varies	ACCOUNTABLE TO: Varies	JOB FAMILY: Community Services	OVERTIME STATUS: Non-Exempt
JOB SUMMARY: Incumbents are responsible for conducting on-site field inspections of residential, commercial, industrial, educational and agricultural construction to verify that construction methods and materials conform to plans, codes and ordinances; and for explaining code applicability to the public.			
DISTINGUISHING CHARACTERISTICS: The Inspector II is the second level of a four level job series. The Inspector II is responsible for initial and follow-up inspection of new and existing construction whereas the Inspector III performs scene investigations for nuisance and dangerous conditions and to recognize probable criminal activity.			
DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	BAND/ GRADE	
1.	Conducts field inspections and follow-up inspections of residential, commercial, industrial, educational and agricultural construction; and determines if construction materials and methods are in compliance with approved plans, building standards and codes.	B2	
2.	Investigates zoning complaints by verifying that site conditions or usages comply with County zoning and public nuisance ordinances; and determines if proper permits have been obtained.	B2	
3.	Issues notices of code violations and stop work orders; determines if corrections are required; and ensures imposed conditions are in compliance.	B2	
4.	Records inspections conducted and corrections notices issued; prepares correspondence, documents and detailed reports of inspections and investigations; and enters data into the computer.	A1	
5.	Determines construction codes and advises property owners about alternative methods of construction in order to satisfy the codes.	B2	
6.	Reviews construction, fire alarm and / or sprinkler plans and details on residential and commercial structures; determines code compliance; and identifies critical details for field investigations.	B2	
7.	Notifies property owners of deficiencies and / or fire safety hazards; issues final notices of non-compliance; sets forth time limitations; and writes follow-up letters. Prepares and issues citations and implements warrants.	B2	
8.	Recommends abatements or condemnations where public health, safety and welfare may be in jeopardy; cleans and secures nuisance properties, recommends contractors, scrap processors and tow companies and directs them on abatement and clean up procedures.	B2	
9.	Performs other duties as required.		

Knowledge of: (position requirements at entry):

Knowledge of:

- Principles, practices, methods and techniques of inspection and implementation of codes, ordinances and regulations;
- Applicable local, state and federal flood, building, plumbing, energy, mechanical, and/or fire codes, ordinances, laws and regulations;
- Construction terminology and practices and basic building design and construction methods;
- Basic mathematical calculations;
- Legal processes involved in the enforcement of applicable codes and ordinances; and

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- Customer service techniques.

Skills (position requirements at entry):

Skill in:

- Using personal computers and related software applications (Accela), measuring devices such as tapes, levels and transits; and operating basic office equipment;
- Locating and diagnosing existing and potentially hazardous conditions;
- Reading and interpreting blue prints, maps, plats and charts;
- Preparing and presenting oral and written reports and writing correspondence;
- Maintaining records and bookkeeping;
- Interpreting codes and ordinances;
- Making and communicating recommendations for improvements and compliance;
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

High School Diploma or General Equivalency Diploma (G.E.D.) plus seven years of experience in permitting, code enforcement, administrative support, program coordination, project management, real estate, architecture, land development, planning, engineering, construction or related industry environment 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:

- Associates of Arts Degree in Business, Public Administration, Project Management, Construction, AutoCAD, Drafting, Planning, Engineering, Architecture, Building/Construction Technology, Permit Technician or a related field and five years of experience;
- Two years of experience as a Permit Technician;
- ICC certification as a Building Inspector or Plans Examiner or Fire Inspector.

Licensing Requirements (position requirements at entry):

- Valid State of Washington Driver's License.
- Completion of a criminal history background check to obtain a limited Commission from the Yakima County Sheriff's Office
- ICC certification as a Building Inspector or Plans Examiner or Fire Inspector required within one year of appointment for Public Services positions.

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.

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.

Heavy Work: Exerting up to or in excess of 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. Work is performed out in the field.

Classification History:

Approved: 01/99

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Commented [MC1]: Format to standard.