

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

<b>BAND:</b> C	<b>GRADE:</b> 4	<b>SUBGRADE:</b> 1	<b>CLASS CODE:</b> J23-6041
<b>DEPARTMENT:</b> Public Services	<b>ACCOUNTABLE TO:</b> Varies	<b>JOB FAMILY:</b> Community Development	<b>OVERTIME STATUS:</b> Non-Exempt
<b>JOB SUMMARY:</b> Performs scene investigations for nuisance and dangerous conditions and to recognize probable criminal activity and unsafe conditions. Inspects and enforces codes regulating building, zoning, and abatement of nuisances and dangerous buildings.			
<b>DISTINGUISHING CHARACTERISTICS:</b> The Inspector III is the third level of a four level classification series. The Inspector III differs than the lower level classifications by the responsibility of investigating properties for nuisance and dangerous conditions and to recognize probable criminal activity and unsafe conditions. This position is also required to obtain limited Commission from the Yakima County Sheriff's Office.			
<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample: (position assignments may vary.)		<b>BAND/ GRADE</b>
1	Prepares and reviews technical and investigative reports and documents such as notice of code violations and stop work orders, abatement incidents, citations and warrants.		C4
2.	Investigates and responds to questions, concerns, and complaints of property owners and the general public regarding building, zoning and abatement hazards		C4
3.	Examines construction plans and details on projects, structures and properties to ensure proper materials, equipment, installation and proper life safety.		B2
4.	Researches technical engineering data to evaluate acceptability of products and equipment; determines applicability of comparable materials; appraises conformance with performance based codes.		B2
5.	Coordinates with property owners, complainants, and law enforcement; reviews incoming request for investigation and prioritizes response based on nature of incident;		C4
6.	Coordinates inspection and investigation activities with contractors, law enforcement, and other governmental agencies;		C4
7.	Other duties as assigned.		
<b>Knowledge of:</b> (Position requirements at entry): Knowledge of: <ul style="list-style-type: none"><li>• Building construction, dangerous buildings or conditions;</li><li>• Investigation practices and methods employed in code enforcement;</li><li>• Techniques of reviewing and applying codes, ordinances and other regulations to the development of a case;</li><li>• Dangerous building code and abatement processes;</li><li>• Local government organizations and functions</li><li>• Practices and methods used in dangerous building and scene investigation;</li><li>• Rules and methods of collecting evidence;</li><li>• Public hearing processes, governmental regulation and resolutions process;</li><li>• Customer service and communication techniques; and</li><li>• Techniques of photography, technical writing and case documentation.</li></ul>			
<b>Skills</b> (Position requirements at entry):			

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### Skill in:

- Using personal computers and related software applications, measuring devices, and other investigative tools; and operating basic office equipment;
- Performing professional investigations including collecting, compiling, organizing and evaluating information in the preparation of a case;
- Managing time and prioritizing case work;
- 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;
- Interpreting codes and ordinances;
- Maintaining composure in difficult situations;
- Communicating with the public to explain complex laws and ordinances in a manner that is understood by both the violator and the complainant; and
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public.

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

Bachelor's Degree in Construction Management, Criminal Justice or experience related to safety and health management, investigation and inspection, building or construction management and techniques, or law enforcement or an equivalent combination of education and experience which provides knowledge, skills and abilities sufficient to successfully perform the essential duties of the job.

**Required:** Experience using Microsoft Office Professional or equivalent, (Word, Excel, Power Point, Outlook) Windows

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

- Valid US Driver's license and proof of insurance, if requested
- Successful completion of a criminal background investigation and general employment verification;
- Completion of a criminal history background check to obtain a limited Commission from the Yakima County Sheriff's Office
- Required: ICC Building Inspector Certification or Plans Examiner or Fire Inspector (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.

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:**

New: 10/21

Revised: 12/22