

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

<b>BAND:</b> C	<b>GRADE:</b> 4	<b>SUBGRADE:</b> 3	<b>CLASS CODE:</b> <b>J23-6043</b>
<b>DEPARTMENT:</b> Public Services	<b>ACCOUNTABLE TO:</b> Varies	<b>JOB FAMILY:</b> Community Development	<b>OVERTIME STATUS:</b> Non-Exempt

**JOB SUMMARY:** Performs scene investigations for nuisance and dangerous conditions and to recognize probable criminal activity and unsafe conditions. Inspects and enforces codes regulating building, zoning, environmental, water resources and abatement of nuisances and dangerous buildings.

**DISTINGUISHING CHARACTERISTICS:** The Inspector IV is the highest level of a four level classification series. The Inspector IV differs than the Inspector III in the assignment of coordinating and preparing and presentation of the legal documentation for Hearing Examiner hearings and lead responsibility.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample: (position assignments may vary.)	<b>BAND/ GRADE</b>
1.	<p>Facilitates meetings with property owners that are in violation of Yakima County Code and makes agreements, decisions or commitments for the Division within the regulatory framework for a project.</p> <p>Recommends options for ensuring resolutions are consistent with applicable plans, policies, regulations, standards and criteria.</p>	C4
2.	<p>Prepares and reviews technical and investigative reports and documents such as notice of code violations and stop work orders, abatement incidents, citations and warrants.</p> <p>Directs clerical staff to prepare Notice of Violation and Nuisance Notice and Order.</p> <p>Researches technical engineering data to evaluate acceptability of products and equipment; determines applicability of comparable materials; appraises conformance with performance-based codes.</p>	C4
3.	<p>Prepares and presents staff reports for Hearing Examiner hearings. Prepares and presents staff reports and recommendations for public hearings for abatement and resolution.</p> <p>Works closely with District Court in issuing citations for code violations. Prepares criminal citations, gather and prepare reports to criminal prosecuting attorney.</p>	C4
4.	<p>Trains other Investigators on Code Enforcement, Building and / or Fire Safety practices and techniques.</p> <p>Promotes advocacy efforts of the program, speaks to organizations or groups to raise interest and awareness in program objectives and coordinates program publicity, services and budgets.</p>	B2
5.	Examines construction plans and details on projects, structures and properties to ensure proper materials, equipment and installation.	B2
6.	Other duties as assigned.	

## CLASS TITLE: Inspector IV

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

#### Knowledge of:

- Building construction, dangerous buildings or conditions;
- Investigation practices and methods employed in code enforcement;
- Techniques of reviewing and applying codes, ordinances and other regulations to the development of a case;
- Dangerous building code and abatement processes;
- Local government organizations and functions
- Practices and methods used in dangerous building and scene investigation;
- Rules and methods of collecting evidence;
- Public hearing processes, governmental regulation and resolutions process;
- Customer service and communication techniques; and
- Ability to train and communicate information to other Code Enforcement Investigators;
- Techniques of photography, technical writing and case documentation; and
- Knowledge of processing legal documents through court and executing abatement warrants

### **Skills** (Position requirements at entry):

#### Skill in:

- Using personal computers and related software applications, measuring devices, and other investigative tools; and operating basic office equipment;
- Ability to write and present staff reports in front of an audience at hearings;
- 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;

Skill to listen fully to both complainants and violators point of view, obtain an acceptable level of compliance, willing to displace entire families to ensure their safety and be sympathetic to their conditions as they may be related to their culture and financial situation.

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

Bachelor's Degree in Construction Management, Criminal Justice or related field and three years of related experience 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

### **Preferred:**

- ICC Building Inspector or Plans Examiner or Fire Inspector Certification
- Accela, Tidemark and/or Spillman experience
- GIS software

## CLASS TITLE: Inspector IV

- Certified Code Enforcement Investigator through American Association of Code Enforcement

### 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