POSITION: PLANS EXAMINER/BUILDING INSPECTOR 1

DATE OPEN: Monday, May 11, 2015
DATE CLOSED: Open Until Filled
SALARY: $4,908 - $6,282 per month

DUTIES: Under the direction of the Assistant Building Services Manager and the guidance of the Plans Examiner/Inspector 2, perform plans examination and building inspection of routine residential, commercial, and tenant improvement projects for compliance with the building codes and local ordinances; check plans and specifications to assure complete submittal of required information; perform building, mechanical and plumbing inspections during construction to assure compliance with codes and regulations; provide assistance to architects, designers, engineers, contractors, and the general public. Duties include:

- Perform construction plan review for single-family residential, small commercial and tenant improvement projects; assure compliance with the uniform building code, local ordinances, and other applicable requirements.
- Perform building, mechanical and plumbing inspections during construction to assure compliance with codes and regulations.
- Check plans and specifications to assure complete submittal of required information; check site plans for setbacks, projections, and other location requirements; check foundation plans, architectural drawings, engineering calculations, and framing plans for code and structural compliance.
- Provide counter assistance to expedite the permit issuance process; answer questions, and review permit applications.
- Prepare and maintain records and related reports.
- Operate computer equipment to maintain inspection records and generate notices and other written materials.
- Operate related equipment, including calculator, levels, gauges, light meters, rules and tapes.
- Investigate and resolve complaints concerning alleged violations of City ordinances; assist City departments with inspection concerns and related information as necessary.
- Attend seminars and meetings and maintain current knowledge of code requirements and related City ordinances.

REQUIRED EDUCATION AND EXPERIENCE:
- Two (2) years college-level or trade school course work in structural engineering, electrical engineering, construction technology, architecture, or a related field.
- Two (2) years experience in building construction, building code inspection, plans examination or related codes compliance activities.

LICENSES AND OTHER REQUIREMENTS:
- Valid International Code Council (ICC) Building Inspector certification.
- Valid International Code Council (ICC) Plans Examiner certification.
- Valid Washington State driver's license. A three year driving record abstract must be submitted prior to hire.

ELIGIBILITY LIST: In accordance with AFSCME 24 – Vacancies, the City will be creating an eligibility list for this vacancy. All bargaining unit members who are interested in this job classification now or for the next twelve (12) months are encouraged to apply.

TO APPLY: The City accepts online applications only. Vacancies can be found on our website at www.ci.seatac.wa.us. Click ‘Employment’ then ‘Job Opportunities’. EOE