

SNOHOMISH COUNTY JOB DESCRIPTION

BUILDING INSPECTOR - LEAD

SPEC No. 3004

BASIC FUNCTION

To lead and coordinate the Residential or Commercial and Building and/or Plumbing Inspectors who conduct on-site inspections of residential and commercial construction.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Leads employees and provides oversight to subordinates as required; prioritizes and assigns daily work and trains subordinates as necessary; reviews work in progress and upon completion to ensure accuracy and compliance with instructions and established procedures; handles day-to-day coverage issues.
2. Plans, organizes, coordinates the operations of the residential and commercial inspections; uniformly distributes work; monitors work performed and conducts regular field audits; participates in and makes recommendations concerning workload dispersion and assignments.
3. Provides technical information to builders, architects, engineers and the general public; answers difficult questions and resolves problems and conflicts which other employees cannot handle; receives, investigates and resolves customer complaints.
4. Attends inspection related meetings and plans, develops and conducts in-house training programs covering construction inspection as required; insures that decisions and code interpretations are as uniform as possible.
5. Coordinates the activities of assigned section with other county sections, departments and divisions as required.
6. Conducts residential and commercial building inspections as necessary to meet business needs.
7. Recommends and implements procedural changes and systems for use by subordinates in the work unit.
8. Maintains necessary records and prepares required reports.
9. May perform all the duties of subordinate level inspectors.
10. Performs additional related duties as required.

MINIMUM QUALIFICATIONS

Five (5) years of experience in building code compliance; OR, any combination of training and/or experience which provides the required knowledge, skills and abilities. Must pass job related tests.

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PREFERRED QUALIFICATIONS

Prior supervisory or leadership experience is preferred.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's License is required for employment.

Certification by the International Code Council (ICC) as a building inspector or combination inspector or mechanical inspector or plans examiner is required.

KNOWLEDGE AND ABILITIES

Knowledge of:

- leadership methods and techniques
- residential and commercial construction methods and materials; residential and commercial building codes, ordinances, standards and regulations
- construction engineering techniques and principles

Ability to:

- effectively lead, train, coordinate and evaluate the work of subordinate employees
- read and interpret blueprints, plans and specifications for all types of structures
- identify construction deficiencies which do not comply with laws, current standards and approved plans
- read, interpret and apply work related ordinances, codes, standards and regulations
- identify procedural problems and develop solutions
- establish and maintain effective work relationships with superiors, peers, associates, architects, engineers, contractors, developers and the general public
- communicate effectively both orally and in writing
- make work related decisions under pressure
- maintain necessary records and prepare required reports

SUPERVISION

The employee in this class receives general direction from the Building Official and has wide latitude for dealing with technical matters. The work is reviewed through meetings and periodic status reports and by evaluation of results obtained.

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WORKING CONDITIONS

The majority of work performed is in the usual office environment with regular trips to construction sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 1990

Retitled and revised: January 2018, Building Inspection Supervisor

EEO Category: 3 -Technicians

Pay Grade: 242 – Classified Pay Plan

Workers Comp: 5306 Non-Hazardous