

# SNOHOMISH COUNTY JOB DESCRIPTION

## SITE INSPECTOR

Spec No. 2176

### BASIC FUNCTION

To serve as a technical inspector during the construction phase of land use/right of way project development, plumbing installation or during residential construction.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Performs complex and detailed inspection phase of assigned development; schedule and coordinate required inspections as appropriate; coordinate the permit process with appropriate PDS staff.
2. Inspects development sites for conformity to approved engineered and non-engineered earthwork, drainage, and roadway plans, all applicable laws, codes and regulations; determine right of way permit and utility permit conditions, review reports by engineers and soil experts and incorporate into the inspection process as necessary.
3. Resolves problems related to land development and building construction to include research of records and codes, field evaluation, investigation of alternatives and proposal of solutions.
4. Maintains daily written and electronic inspection records and draft complex detailed reports identifying corrective action.
5. Responds to complaints from the public and recommend that notices to stop use and/or evacuate a structure or premises issued as needed; file code violations with legal staff.
6. Reviews existing and proposed conditions on site to determine compliance with all applicable laws, codes, and document as necessary.
7. Provides technical and educational information to permit applicants, the general public, architects and other professionals; provide expert witness testimony judicial and quasi judicial proceedings pertaining applicable codes and regulations.
8. Attends professional seminars, meetings and training as required; ensures that all required licenses or certifications are maintained.
9. Performs ATC-20 and ATC-45 Rapid Assessments of structures to ensure safe occupation of potentially damaged structures. As necessary under the authority of the Building Official, order evacuation of unsafe structures and post appropriate notifications.
10. Performs and maintains functional ability to utilize electronic devices and processes as well as radio communication devices.

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11. As a direct representative of Snohomish County government, exercise exceptional customer service skills during all interactions with the public, builders, stakeholders, other agencies, and property owners.
12. Monitors development activities and construction sites for stormwater management, critical area damage, and inadvertent archeological discovery during all phases of construction.

### STATEMENT OF OTHER JOB DUTIES

13. Performs related duties as required.

### MINIMUM QUALIFICATIONS

Three (3) years construction inspection experience; OR, any combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### SPECIAL REQUIREMENTS

Certification as a Soils Special Inspector by the International Code Council (ICC) or current code authority required.

Washington State Department of Ecology (WSDOE) qualification as a Certified Erosion and Sediment Control Lead (CSECL) required.

A Washington State driver's license is required for employment.

### KNOWLEDGE AND ABILITIES

Knowledge of:

- county and state land development codes, regulations and standards
- complex modern earthwork and land development practices and construction materials
- principles and practices of engineering and surveying
- design and installation techniques of drainage, grading, road construction and other utility facilities
- local soils, water tables, road and drainage conditions
- computer skills and electronic data management
- disaster preparedness and rapid assessment structural evaluation
- continuous process improvement
- stormwater management practices
- environmental critical areas
- archeological inadvertent discovery

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Ability to:

- interpret engineering plans and specifications
- communicate effectively with engineers, contractors, developers, staff members, and the general public
- enforce laws, codes, ordinances, and regulations with firmness, tact, and equity
- independently identify and define construction deficiencies which do not comply with established laws, current standards, and approved plans
- maintain necessary written and electronic records and prepare required detailed reports
- communicate effectively both orally and in writing
- read, learn, interpret, and apply work related ordinances, codes, standards, and regulations
- make work related decisions exercising sound judgment
- read and interpret plans, blueprints, engineering reports, research reports, and specifications
- organize field workload and data management to set and meet priorities and time schedules

### SUPERVISION

Employees receive direction from an administrative superior. Assignments are made by indicating generally what is to be done, the quantity of work expected, and any deadlines that are to be met. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies, and accepted practices. The work is reviewed through reports, conferences, and meetings.

### WORKING CONDITIONS

The work is performed both indoors and outdoors in all types of weather at work 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: January 1997  
Revised: December 2018  
EEO Category: 3 - Technicians  
Pay Grade: 240 – Classified Pay Plan  
Workers Comp: 1501 Hazardous