



Filing Deadline: Friday, May 5, 2017

**City of Coeur d'Alene  
Equal Employment Opportunity  
Senior Building Inspector/Plans Examiner**

**Description:** Serves as senior staff and lead worker to perform a variety of technical duties related to the inspection of complex structures and review of construction plans and documents to ensure compliance with City and other applicable building codes. This position directs the operation of the Plumbing and Building Inspectors and Plans Examiner positions. The position is under the direct supervision of the Building Official, although some leeway is allowed for independent judgment and initiative. The principal duties of the position are performed in a public building environment and outdoors and may include exposure to adverse weather conditions.

**Wages and Benefits:** Starting wage is \$25.01 per hour, eligible for a five percent increase after 12-months of service with standard or above evaluations. The position is supplemented by a generous employee benefit package ([summary of benefits](#)) and membership in PERSI (Public Employee Retirement System of Idaho) is required.

**Acceptable Experience and Training:**

- High school diploma or GED, preferably supplemented with an Associate's Degree in building construction, engineering, architecture or related field; and
- Five (5) years experience in the building industry or building inspection; and
- Two (2) years experience in building code enforcement/inspection; and
- Certification from the International Code Council (ICC) as a Commercial Building Inspector is required; and
- Certification as a Commercial Plans Examiner within six months of hire is required; and
- Valid Driver's License is required; or
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

**Knowledge, Skills and Abilities**

Knowledge of:

- Principles, procedures, materials, and standard practices of building construction, including stages when inspections to detect violations and defects are most easily observed and corrected;
- City and other applicable building and construction codes, including but not limited to, structural, mechanical, fire safety, and other applicable codes;
- Standard practices and procedures for field inspection;
- Standard practices and procedures of building permit applications;
- Problem solving skills;
- Supervisory and management practices;
- Office procedures.

Ability to:

- Follow written and oral instructions;
- Read and interpret ordinance and code documents, complex building and construction plans;
- Read and interpret and apply City and Building codes;
- Operate a motor vehicle;
- Prepare oral and written reports and maintain review, inspection and enforcement records and findings, documents, correspondence, and related files and records;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively and establish and maintain working relationships with other employees, the public, developers and builders, customers, applicants, property owners, and other interested and affected parties, including in difficult and sometimes adversarial circumstances.

## **Examples of Work** (Illustrative Only)

### **Essential Duties and Responsibilities**

- Performs technical office review of complex building and construction plans and performs on-site building inspections for compliance with City and other applicable building codes, including but not limited to structural, mechanical, fire safety and other applicable codes;
- Acts as a resource to contractors, public, design professionals and other interested parties on matters relating to code requirements and construction techniques and practices;
- Investigates hazardous or illegal conditions;
- Documents inspections, including violations and all records including inspection reports and correspondence with affected parties on compliance efforts;
- Responds to public complaints;
- May prepare and attend project review as a resource regarding the feasibility of projects under review;
- Receives, reviews and processes building permit applications;
- Reviews reports to verify construction compliance on special inspected work;
- Maintains knowledge of International Codes and City and State Building Codes;
- Provides accurate and comprehensive correspondence with designers, developers, other city departments and the public;
- Directs the operation of Plumbing/Mechanical Building Inspector and Building Inspector/Plans Examiner employees;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Interprets codes and gives guidance on established procedures;
- May act as project coordinator for city construction projects;
- Performs all work duties and activities in accordance City policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- Performs various administrative and management duties in absence of the Building Official;
- Keeping the Building Official apprised of project status after permits are issued and the activities of the field inspectors;
- Performs other related duties as required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others in person and on the telephone;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend complex plans, documents, review plans, and diagrams, and move through unfamiliar buildings, climb ladders, crawl around and under buildings and ditches and across steep, uneven and/or rough terrain;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer and standard office equipment;
- Sufficient body mobility, flexibility, and balance to work in an office environment which requires sitting for long periods of time and perform field inspections in various weather conditions, bending, climbing, and stooping.

**Application Procedure:** Applicants meeting the qualification requirements are invited to submit a completed City of Coeur d'Alene Employment Application and Resume to the Human Resources Office, City Hall, 710 Mullan, Coeur d'Alene, ID 83814. Application deadline is **Friday, May 5, 2017 at 5:00p.m.** Applications will be screened, and those applicants with the most appropriate qualifications will be invited for further testing. If you would like to request a reasonable accommodation for the recruitment process due to a disability, please provide a written request and submit with your application.

*The City of Coeur d'Alene is committed to providing equal employment opportunity for all persons without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other applicable legally protected status.*