

City of Edgewood
Now Hiring

COMBINATION INSPECTOR / PLANS EXAMINER

Come to the "Edge" and join our team! If you're looking for a small organization seeking to maximize the strengths of each of its employees...look no further!



A Little About Who We're Looking for...

Our ideal candidate would serve as a subject matter expert with an emphasis in building and fire prevention. This position performs plan reviews and inspection of commercial, residential, and public buildings to ensure compliance with adopted local municipal codes. Responsibilities vary depending on inspection scheduling and specialty factors, include reviewing plans for code compliance and processing permit applications, advising the general public on matters relating to construction and other code requirements, and providing technical information to architects, engineers, contractors, and other persons.



We've All Had That Job

Where just the thought of spending another eight hours there made you brainstorm new excuses for calling in sick. With the boss who took micromanaging to the next level, claimed credit for everything you did, then landed a sweet promotion because of it. Where nothing you said made any difference to any one, because you were basically an invisible seat warmer, an easy to replace name on an org chart.

Yeah No, That's Not Us

In Edgewood we discovered happy employees tend to stick around, so we thought "hey lets fill our positions with great people, then keep them happy so we don't have to fill their position for a while." What does that look like? Well, here you have a voice, and you're encouraged to use it because we believe your opinion matters, people bring their dogs to work, & the Mayor on occasion BBQ's on Fridays, just to name a few. Let's face it, we spend a 1/3 of our lives at work, why should we waste it being unhappy? We're basically a quirky family so when it comes to adopting new employees, we're picky. You have to be able to laugh at yourself, sure we're serious when we need to be, but if you can't laugh, we just can't have you. You can't be "that's not my job" guy, we're a small city, we ALL do things outside our job description from time to time, but we do it because we love where we work and we enjoying being part of this team. Last and most importantly we're serious about our goals, passionate about our work, and dedicated to this little fast growing city that we all know and love.



Intrigued? Of course you are. Keep reading for more information



2224 104th Avenue East, Edgewood, WA 98372-1513
Phone (253) 952-3299

Combination Inspector/Plans Examiner – Job Description

Department: Community & Economic Development **Salary Range:** \$7,586 -\$9,107/mo.
Division: Building Division \$91,032-\$109,284/yr.

Opening Date: June 14, 2022

Closing Date: Open until Filled

First Review: July 1, 2022

This position is a full-time, non-union, FLSA non-exempt position eligible for overtime.

GENERAL SCOPE OF WORK

The Combination Inspector/Plans Examiner performs plan reviews and inspection of commercial, residential, and public buildings to ensure compliance with adopted local municipal codes. Responsibilities vary depending on inspection scheduling and specialty factors, include reviewing plans for code compliance and processing permit applications, advising the general public on matters relating to construction and other code requirements, and providing technical information to architects, engineers, contractors, and other persons. Work is performed independently and may include coordinating efforts with colleagues or coaching other employees.

The City of Edgewood has a strong, supportive, and interdependent team culture, where communication and initiative are critical for success in this position. Because of the limited number of staff, each employee is expected to perform a wide range of office and field duties. This position may be required to prepare reports, recommendations, and project updates for presentation to citizens, appointed committees, and the City Council, and may be asked to represent the city at various technical workgroup or interagency meetings. The City of Edgewood is an at-will employer, and all staff members serve at the pleasure of the mayor.

SUPERVISION

This position reports directly to the Building Official. Work may also be performed in support of the Development Review Coordinator, Permit Coordinator, or Building Inspector/Plans Examiner positions. Supervision of others is not required.

ESSENTIAL JOB FUNCTIONS

The duties listed herein are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable performance of these essential functions.

1. Plan day-to-day and project assignments, attends meetings, and together with the Building Official and other colleagues, plans workloads and priorities.

2. Inspect buildings during construction to ensure compliance with adopted codes and other applicable regulations and ordinances, to include progressive, customized, and other inspection procedures for commercial, residential, and public buildings.
3. Coordinates and processes permit applications.
4. Investigates complaints and performs inspections of existing buildings to determine if hazardous or illegal conditions exist relating to structures and their use.
5. Assists and advises design professionals, contractors, and the general public in matters relating to construction and code requirements; also helps order, prepare, and maintain reference center materials and public information brochures.
6. Reviews plans for non-structural code compliance including fire, life-safety, conventional framing, plumbing and mechanical, energy, and accessibility.
7. Prepares letters and written reports; meets with design professionals, owners, and contractors to review plans; and, as may be required, issues notices to correct code violations, issues "stop work" notices, and testifies in court regarding violations.
8. Attends professional seminars, meetings and training as required; ensure that all required licenses or certifications are obtained and maintained.
9. Provides support as needed at pre-application meetings regarding the City's construction processes, codes, and permitting procedures.
10. Provides excellent customer service and respond to questions from the public over the telephone, by email, and in person relating to the requirements of adopted codes and construction related issues.
11. Performs designated duties of the Building Official in the Building Officials absence; to include performing office and filing tasks and helping train new employees.
12. Perform related work as required and other duties as assigned.
13. Maintain, disclose, and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

1. Must be able to deal effectively with the public in a customer-friendly manner and use considerable tact, patience, and courtesy in difficult situations. Provide excellent customer service.
2. Communicate clearly and concisely, both orally and in writing.
3. Understand and carry out oral and written directions.
4. Must be able to use standard word processing programs and computer systems.
5. Establish and maintain a variety of record and filing systems.
6. Ability to establish and maintain effective working relationships with a wide variety of others encountered in the course of the work.
7. Work independently and as part of a service-oriented team and effectively handle multiple projects and tasks simultaneously.

8. Demonstrate attention to detail and accuracy.
9. Work under challenging conditions and with frequent interruptions.
10. Ability to plan, prioritize, and coordinate a diverse workload with a minimum amount of supervision.
11. Ability to make sound, accurate, and consistent decisions.
12. A sense of humor and positive attitude are essential.
13. Demonstrate commitment to valuing diversity and contributing to an inclusive working and learning environment.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY

Required

1. Five (5) years construction inspection, permitting, or plan review experience. Must pass job related tests.
2. Certification as a building and/or fire inspector, a plumbing inspector, mechanical inspector, or building and/or fire plans examiner; with the ability to obtain the remaining certifications within twelve (12) months of hire.
3. Knowledge of modern office and clerical practices and procedures and skills in the operation of personal computer, including word processing and permitting software, calculator, ruler, copier, fax machine, and telephone.
4. Ability to read and interpret plans, blueprints and specifications and compare these with construction in process or with provisions of codes.
5. Ability to work in a variety of weather conditions.
6. Ability to operate a city vehicle.
7. Ability to detect inferior materials and construction techniques that pose a structural safety hazard in the construction of buildings.

OR

Any combination of related education, experience, certifications, and licenses that will result in a candidate successfully performing the essential functions of the job.

AND

Successful completion of pre-employment background check, the ability to obtain and maintain a valid Washington State Driver's License throughout employment, and documentation to fulfill the requirements of the Immigration and Nationality Act within 3 days of employment.

Preferred

1. Five (5) years of experience performing on-site inspections.
2. Five (5) years of experience working as a plans examiner in a public agency.
3. Possession of a valid ICBO or ICC certification as a building and/or fire Plans Examiner.
4. Experience working for a local government.
5. Experience with permit tracking and review software, such as SMARTGOV and Bluebeam.

SPECIAL CONSIDERATIONS

The applicant will be joining an organization with approximately 30 full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position. Work is performed in both field and office settings. This position requires ability to transport oneself to a variety of locations, primarily in and around Pierce County.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office and field equipment. The employee is occasionally required to sit, climb stairs or ladders, or balance and walk on scaffolding; stoop, kneel, crouch or crawl; talk and hear. The employee may occasionally be required to lift or move up to 50 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Duties are performed both indoors and outdoors under a variety of weather and environmental conditions, including wind, mud, rain, and snow. Duties are usually performed alone but are also performed as part of a work team. Attendance at some night meetings may be required. The work environment is fast-paced and moderate to very noisy.

ACKNOWLEDGEMENTS

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EQUAL OPPORTUNITY EMPLOYER - AMERICANS WITH DISABILITIES ACT

The City of Edgewood is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute a contract or agreement for employment. It is subject to change by the city as the needs of the city and requirements of the job change.

The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.

APPLICATION SUBMITTAL

If you meet the qualifications and are interested in applying for this position, please email your submittal packet consisting of a cover letter, resume, signed EOCC statement, signed job description, and your responses to the supplemental questions (listed below) to: humanresources@cityofedgewood.org.

Submittal packets may also be sent to the City of Edgewood via regular mail to the following address:

**City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA 98372-1513**

The City of Edgewood Employment submittal packet may be found on our website at cityofedgewood.org. Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. The City of Edgewood is committed to a bias-free hiring process by using the “blind recruitment” process of removing any and all identification details from the submittal packet that will be used by the review committee. Submittals will be retained in accordance with Records Retention requirements. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org .

Applicant’s signature below constitutes the understanding of the requirements, expectations, essential functions and duties of this position.

Name

Date

SUPPLEMENTAL QUESTIONS

The following questions are designed to help you present your qualifications for this position. Your responses to these questions will be used to determine whether you are among the most qualified of the applicants and should continue in the selection process. Responses should be printed legibly in ink or typewritten, complete, and specific. Clarity and completeness of answers are factors, which will be considered in the evaluation process. Address each question separately using additional pages as necessary. Be sure to indicate your name on each additional page. Please note that you must submit a cover letter, resume, and signed EOCC statement along with the completed supplemental questions in order to be considered further in the selection process.

1. Are you authorized to work lawfully in the U.S.?
2. Will you now or in the future require sponsorship for employment visa status (e.g., H-1B visa status or other employment-based immigration case)?

3. Please describe your experience within the construction industry and why that experience would make you the best candidate.
4. Please describe your familiarity with municipal permitting, inspections, and plan review.
5. Please tell us why you are interested in this position and why you are looking to leave your current position.
6. If you do not possess the typical education or experience listed under the minimum qualifications, or if you would like to expand on your qualifications, please explain how your particular combination of education and experience has provided you with the required knowledge, skills, and abilities to perform the essential functions of this job.



CITY OF EDGEWOOD

Equal Employee Opportunities (EEO) Statement

The City of Edgewood provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

The City of Edgewood expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Edgewood's employees to perform their job duties may result in discipline up to and including discharge.

PLEASE READ CAREFULLY BEFORE SIGNING THIS STATEMENT

I authorize the City of Edgewood to investigate all statements in my submittal and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

I understand that any offer of employment may be contingent upon the results of a medical examination and/or drug screening, background check and/or credit check which may be required by the City of Edgewood for specific positions, and that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I certify that the information shown on the submittal is true and correct to the best of my knowledge. I further understand that any false or misleading statements will be sufficient cause for rejection of my submittal if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government employer, or other party having a legal and proper interest, and I hereby release the City from any and all liability for providing this information.

I understand that nothing in this employment submittal, in the City's policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between the City and me. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes.

No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the mayor. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

Signature of Applicant

Date