

## **CITY OF WESTPORT**

### **JOB DESCRIPTION**

**POSITION**

PUBLIC WORKS ASSISTANT/BUILDING INSPECTOR

**DEPARTMENT**

PUBLIC WORKS

**EFFECTIVE DATE**

MARCH 8, 2004

**REPORTS TO**

CITY ADMINSTRATOR

**TITLE**

This is a full-time Fair Labor Standards Act overtime non-exempt position. The Public Works Assistant/Building Inspector is not a Civil Service employee and union membership (or lawful membership alternative) is required. It is anticipated that he/she may be required to attend meetings as well as be called back to work before or after regularly scheduled work hours or on scheduled days off.

**MAJOR FUNCTIONS AND PURPOSE**

The Public Works Assistant/Building Inspector is responsible for building, planning, mechanical, and plumbing code inspection, and compliance work, and enforcement of the International Building Code, and other codebooks. He/she evaluates construction plans, associated reports, and permit applications to ensure compliance with all related city, state and national construction codes, ordinances and regulations. He/she coordinates with the Fire Chief for enforcement of and inspections related to the International Fire Code.

The Public Works Assistant/Building Inspector assists in coordinating the planning, researching, design, budgeting, bidding, scheduling, inspection, and approval of limited capitol improvement, public works, or other City funded/sponsored projects; administer consultant contracts; supervise construction; and monitor project closeout. He/she will coordinate with the City Administrator for the completion of larger projects, and may be solely responsible for the completion of smaller projects.

The Public Works Assistant/Building Inspector acts as the enforcement official, in coordination with the Code Enforcement Official/Safety Officer for various city ordinances including abatement of nuisances and dangerous building codes. He/she prepares abatement cases for the prosecution by the City Attorney.

**GENERAL FUNCTION**

The job duties and responsibilities represented in the job description in no way imply that these are the only duties to be performed. Employees occupying the position will be required to follow any other job related instructions and to perform any job related duties requested by a supervisor. This job description reflects 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 working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load.

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Review plans, drawings and specifications for conformance with building, plumbing and mechanical codes.

Prepare list of items to be corrected prior to issuance of building permits.

Conduct building inspections as required.

Maintains or oversees and monitors the maintenance of files including building, project, and citizen complaint tracking files

Enforces the City of Westport Zoning and Nuisance. Works with Planning and Police Department for zoning and nuisance issues related to their jurisdiction.

Advise by written report or oral presentation the City Council and Planning Commission on issues related to building standards and code enforcement.

Attends planning meetings with staff and Council Committees to determine objectives, program plans and project scope.

Assists in developing and negotiating specifications and schedules for design and construction of projects; and monitors and coordinates activities of contractors, consultants, committees, community organizations, and users during construction.

Prepares reports, correspondence, advertisements, and official documents regarding project status, progress, payments, or to advertise consulting bids.

Assists the City Administrator and Clerk Treasurer in the preparation of the departmental operating budget; recommends improvements to department operations and procedures.

Investigates citizen complaints involving building, nuisance, health, and life-safety issues; works with Code Enforcement Official/Safety Officer and Fire Chief to resolve issues.

**KNOWLEDGE, SKILLS AND ABILITIES**

While requirements may be representative of minimum levels of knowledge, skills and abilities, to perform this job successfully, the incumbent will possess the abilities or abilities to perform each duty proficiently.

Ability to maintain effective communications with various officials and agencies, as well as with the public, contractors, developers, and co-workers.

Skill in preparing reports, letters and other documents

Knowledge of applicable federal, state, and local laws, codes, ordinances, regulations, policies and procedures related to plan review, building inspection, and code enforcement.

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Excellent communication and supervision/leadership skills

Ability to work both independently and part of a team.

Ability to deal with the public courteously, tactfully and professionally

Ability to use a PC computer based word processor and a familiarity with PC computer usage in an office environment

**WORKING CONDITIONS**

Work is performed indoors and outdoors. Work is performed in office and field environments and requires travel to a variety of locations to perform work. Employees may need to work in confined spaces and may be required to work in noisy work areas. He/she may be exposed to extremes in temperature, chemicals or noxious fumes, and to insect stings. Hazardous -areas are routinely encountered, including but not limited to construction hazards, open trenches, traffic and specialized equipment. Protective clothing may be required for completion of some job requirements, including safety equipment, hard hats and/or other protective equipment.

**CONTACTS AND RELATIONSHIPS**

The Public Works Assistant/Building Inspector is responsible for the inspection of new construction, alterations, or repair of commercial and other structures to ensure compliance with city ordinances and uniform codes. Work involves coordination with members of the public works and planning staff, as well as considerable contact with private citizens, contractors, builders, and others where firmness, tact, discretion within existing guidelines, and diplomacy are required to secure cooperation and compliance.

Supervision of this position is occasional, consisting of meetings with the Mayor and City administrator to discuss policy directives, priorities, tasks, and review of work.

**PHYSICAL REQUIREMENTS**

The Public Works Assistant/Building Inspector must have the overall stamina and ability to perform moderate to strenuous physical activity, including the ability to stand or walk for long periods of time, traversing rough terrain, working in or over water, working at heights or on scaffolding, and lifting or carrying up to 100 pounds. Job requirements may include the ability to climb, bend and work in tight or confined spaces. Corrective lenses may be utilized if use of such corrective lenses allows the employee to properly perform his/her job functions. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger. The work also involves indoor work involving a computer, and reviewing plans and code books that require the incumbent to sit for long periods of time.

**RECRUITING REQUIREMENTS**

High school diploma or equivalent

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Valid Washington State Driver's License

ICC Certification in Building, Mechanical, and Plan Review

Background in and knowledge of various codes and regulations

Two years experience in building construction and reading construction plans

Good leadership skills

Ability of interact professionally with the public

**EXPERIENCE AND TRAINING**

Any combination of experience and training that provides the desired skills, knowledge and abilities.

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.

**REVIEWED AND APPROVED BY:**



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Michael Bruce, Mayor

DATED: March 10, 2005 \_\_\_\_\_