

City of Colfax Job Description

TITLE: BUILDING & COMMUNITY DEVELOPMENT ASSOCIATE
REPORTS TO: FINANCE DIRECTOR
GRADE: 2 – NON EXEMPT
PAY RANGE: \$3,959 - \$5,210

Position Summary:

The Building & Community Development Associate inspects all levels of residential, commercial, and industrial installations for compliance with all building, mechanical, manufactured dwelling standards and code requirements. Provides customer service, information, building code, planning assistance to consultants, developers, architects, and citizens interested in building & planning-related issues and/or processes. Processes permits and applications.

SUPERVISION RESPONSIBILITY

None

ESSENTIAL FUNCTIONS

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

- Develop, review, approve, and implement services, policies, procedures, and reports.
- Inspect new and existing residential, multi-family, commercial, and industrial buildings for compliance with International Code Council, State of Washington and City Building, Manufactured Dwelling, Mechanical Codes and related standards.
- Review plans, specifications, materials of construction, system installations, building design, and construction techniques.
- Write inspection reports. Enter inspection reports into computer system and file inspection records and plans. Track inspections, stop work orders, and expired permits. Calculate permit fees and explain fees to the public as required.
- Conduct plan review of multi-family residential, commercial, and industrial buildings for compliance with building and mechanical codes, standards, and ordinance.
- Consult with and advise contractors, builders, and the public regarding building and mechanical rules and regulations. Communicate code requirements as necessary.
- Assist in the development and updating of the City's Code and Comprehensive Plan.
- Work with advisory groups, other agencies, jurisdictions, organizations, and staff to develop plans, programs, and recommendations.

- Interpret land use codes and related ordinances under the direction of a supervisor.
- Acts as Americans with Disabilities Act (ADA) coordinator.
- Provide clear, concise written correspondence, memoranda, and technical reports.
- Assist with city website maintenance.
- Provide software support to users and instruct staff on basic elements of varied hardware systems and software application packages.
- Supports grant applications and proposals.
- Assist with day to day office tasks such as answering phones, addressing customer questions, and processing utility bill payments from time to time.
- Work with other City departments on code enforcement efforts
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

Associates Degree in building inspection technology, urban planning, or related field and two years progressively responsible experience in building inspection, planning, **or** an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position. Experience will be considered in lieu of an Associate Degree. A State of Washington Driver's License is required upon hire. Successful candidate must be able to pursue Building Official Accreditation from ICBO. International Code Council Mechanical, Residential and Commercial Plans Examiner Certifications desired.

Physical requirements. Must be able to climb a ladder, crawl beneath things and negotiate building sites on varied terrain.

KNOWLEDGE REQUIRED:

- Safety practices related to building/mechanical inspection
- State and local codes, ordinances, rules, laws and regulations governing structural engineering, construction, and building, plumbing and mechanical inspections for one and two family dwellings, commercial and industrial buildings
- Practices, principles, techniques and methods used in building construction, tools and materials used and accepted safety standards.
- Techniques and methods of construction plan review and inspection
- Current issues, trends, practices and principles of comprehensive long/short range urban planning including permitting and the land use applications process
- Standards, laws, codes, ordinances and regulations governing comprehensive long/short range urban planning
- Mathematical and statistical principles and analysis
- Geographic Information Systems
- Computer hardware and software operations and troubleshooting
- Proposal development and grant writing

SKILLS/ABILITIES REQUIRED

- Read blueprints and plan specifications
- Interpret standards, codes, ordinances, laws, regulations and rules related to building inspections and plan review
- Conceptual analysis and policy/program development and implementation
- Communicate effectively both orally and in writing with diverse customers, employees contractors, other agencies, public officials and the general public
- Make presentations and develop reports that may include technical information
- Use engineering and architect measuring tools
- Assess structural integrity of buildings
- Maintain accurate records
- Establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public
- Apply excellent internal and external customer service skills
- Land use planning issue interpretation and analysis
- Identify and repair hardware and software system problems
- Understand and write documentation

WORKING CONDITIONS:

Standing for prolonged periods; focus on computer screen; precise control of fingers and hand movements; dealing with distraught or difficult individuals; crouching, crawling, bending, kneeling, climbing, and balancing for inspections; wearing of protective gear; exposure to high noise levels at construction sites; exposure to equipment with cutting or crushing potential; work outdoors in inclement weather; occasional lifting of ladders and technical equipment; operation of motor vehicle on public roads; periodic potential exposure to chemicals and hazards at construction sites; occasional response to emergency conditions in off-hours; occasional attendance at meetings or activities outside of normal working hours.

SPECIAL REQUIREMENTS:

This position is classified as essential to city operations. Applicants must reside within one (1) hour of the Colfax city limits in the State of Washington upon hire.