



Disability Services
Safety and Claims Management
Department of Executive Services
Human Resources Management Division
P.O. Box 80283
Seattle, WA 98108
(206) 205-8575
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JOB ANALYSIS

Job Title:	General Inspector II	DOT Title:	Inspector, Building (government service)
SVP:	7	DOT #:	168.167-030
Location of Analysis:	35030 SE Douglas St #210 Snoqualmie, WA 98065	Name of Employee:	
Department	Permitting & Environmental Review (DPER)	Division	
Analyst:	Carol N. Gordon MS CRC CDMS ABVE	JA Source:	
Presenting VRC:	Carol N. Gordon MS CRC CDMS ABVE	Employer Contact:	Chris Ricketts
Date Analysis Completed:	10/14/13	Supervisor Contact Information	206-477-0357 Chris.ricketts@kingcounty.gov

☐ On-Site ☒ Interview ☒ Representative

Job Description:

Perform building inspections and enforce building codes and regulations. This includes researching permit and code histories, conducting pre-construction meetings, inspecting building construction and site development, performing final inspections, and issuing certificates of occupancy approvals.

Essential Job Functions:

1. Inspect building projects and site developments to ensure compliance with applicable building, land, & fire safety codes and regulations.
2. Issue corrections notices and Stop Work orders for non-conforming conditions, offer alternatives, maintain logs and records and initiate problem-solving conferences with owners, contractors and design professionals.
3. Coordinate inspection approvals with other sections and agencies.
4. Research permit and code histories to interpret past inspection records.
5. Operate motor vehicle to visit construction sites.
6. Examine foundations and soil stability per geo-technical and structural engineers' designs.
7. Initiate code enforcement action including notification and documentation.
8. Receive and respond to complaints about buildings/construction from citizens, King County agencies, Metropolitan King County Council and County Executive staff.
9. Inspect sites to determine nature of violation and impact on environment and course of action, and repeat site inspection for compliance.
10. Maintain records of case history and a complete copy of legal file of each case.
11. Respond to inquiries and prepare for legal action by conducting research and collecting information to establish factual data on locations of violations and sites and history of projects and builders.
12. Make field inspections of particularly hazardous or sensitive issues.
13. Conduct pre-construction meetings to review conditions and plans.
14. Perform final inspections and authorize certificates of occupancy.
15. Perform damage investigations including disaster responses..
16. Provide public with information on codes, regulations and permit requirements.
17. Perform other duties as assigned.



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All King County jobs require ability to:

- Demonstrate predictable, reliable, and timely attendance.
- Follow written and verbal directions to complete assigned tasks on schedule.
- Read, write, and communicate in English & understand basic math.
- Learn from directions, observations, and mistakes and apply procedures using good judgment.
- Work independently or as part of a team and interact appropriately with others

JOB QUALIFICATIONS & SKILLS:

Knowledge:

- basic mathematics
- terminology used in construction and land use,
- applicable codes including building, land use, and fire safety
- computer literate
- construction methods, materials and construction sequencing
- strengths of materials, structural mechanics, systems and components
- earthwork, soil types and characteristics, erosion and sedimentation control
- legal principles applied to code enforcement procedures
- federal, state and local laws and regulations and building inspection requirements
- demonstrated experience of the permitting process

Skills and abilities:

- reading, interpreting and explaining construction plans and documents, specifications, codes, ordinances and policies
- recognizing defects in construction materials and techniques and recommending alternative methods
- keeping accurate records
- reading legal descriptions
- oral and written communications, including preparing complex written technical material
- dealing effectively with the public, including difficult people
- analyzing and interpreting technical data
- making presentations in public hearings
- investigating and research

MINIMUM QUALIFICATIONS:

- 4 years full time construction experience or equivalent 4 years of education & experience in a related field such as architecture, construction management, or building construction technician.
- High school diploma, GED, or equivalency
- Valid Washington state drivers license for the duration of employment & the ability to safely operate a motor vehicle throughout the County.

DESIRABLE QUALIFICATIONS:

International Code Council (ICC certification)

Erosion/Sedimentation Control Lead certification (CECSL)

Experience performing fire safety and systems inspections

Machines, Tools, Special Equipment, Personal Protective Equipment Used:

Boots, hearing protection, eye protection, gloves, hard hat

Clipboard, PC computer, copier, paper and pen/pencil, measuring tape, level



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PHYSICAL REQUIREMENTS

Frequency Scale	Strength	Work Pattern
N = Never	<input type="checkbox"/> Sedentary	<input checked="" type="checkbox"/> Full-time
S = Seldom (1-10 %, up to 48 min)	<input checked="" type="checkbox"/> Light	<input type="checkbox"/> Part-time
O = Occasional (11-33%, 48 min. – 2 hr 25 min)	<input checked="" type="checkbox"/> Medium	<input type="checkbox"/> Seasonal
F = Frequent (34-66%, 2 hr 26 min – 5 hr 35 min)	<input type="checkbox"/> Heavy	8 Hours Per Day
C = Constant (67-100%, more than 5 hr 35 min)	<input type="checkbox"/> Very Heavy	5 Days Per Week

This job as would be considered Medium level work

	FREQUENCY					ACTIVITY DESCRIPTION	
	% Time	N	S	O	F	C	
Sitting	50%				X		While driving between sites, preparing reports.
Standing	10%		X				Must be able to stand on roofs. Standing occurs while inspecting one specific part of construction site or while discussing inspection results w/ homeowners or contractors
Walking	40%				X		While inspecting building sites. Often on uneven terrain (dirt, grass), asphalt, tile, carpet, or plywood surfaces.

JOB DEMAND	N	S	O	F	C	ACTIVITY DESCRIPTION
Lifting Floor - waist		40-60 lbs				Generator weighs 118#. This is a 2-3 personal lift. Manipulating manhole covers that weighing 60-90#, Boxes of sand 50# These are not daily tasks-occurs a few times per month.
Lifting Waist - shoulder			35-50 lbs	1-2 lbs		Metal clipboard , Building plans or boxes of documents
Lifting Above shoulder		15 #				Retrieving plans from records room
Carry (Distance)		40-60 lbs		1-2 lbs		Metal clipboard. May carry building plans a few feet or generator approximately 25 feet at work site.
Pushing/Pulling		10 lbs				Manipulating manhole covers or pushing boxes or building materials
Climbing		X				Stairs or 8,12,15 foot ladders or vertical ladders bolted to side of structure.
Balancing			X			Scaffolding, walkways, 2x10's, at heights of 8-20 feet
Stooping / Bending		X				Inspecting plumbing & HVAC ducting in basement or crawl spaces
Twisting*		X				Inspecting plumbing & HVAC ducting in basement or crawl spaces-
Squatting / Kneeling		X				Inspecting plumbing & HVAC ducting in basement or crawl spaces
Crawling		X				Inspecting plumbing & HVAC ducting in basement or crawl spaces
Foot Controls				X		Driving vehicle to and between inspection sites.
Reaching (Level) Forward Below Waist Above Shoulder				X		Driving vehicle, using computer
		X				Inspecting attic beams, basement plumbing, & HVAC structure
			X			Inspecting piping & ducting above ceiling, climbing ladders



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JOB DEMAND	N	S	O	F	C	ACTIVITY DESCRIPTION
Handle/Grasp				X		Pencil & clip board, tape measure
Fine Finger Manipulation		X				Keyboarding
Hand Controls				X		Steering wheel and buttons while operating vehicle
Repetitive Motion	X					
Vibratory Tasks	X					
Talking			X			Communicates with owners or contractors while providing inspection results or code requirements
Hearing			X			“ “ “ “ “
Seeing					X	Good vision required for driving, inspecting, reading plans, evaluate construction materials, observe conditions of building

ENVIRONMENTAL CONDITIONS	FREQUENCY					ENVIRONMENTAL CONDITIONS	FREQUENCY				
	N	S	O	F	C		N	S	O	F	C
Exposure to Weather				X		Noise Intensity		X			
Extreme Cold	X					Atmospheric Conditions			X		
Extreme Hot	X					Exposed Heights			X		
Wet and / or Humidity				X		Exposure to Electricity	X				
Proximity to Moving Mechanical Parts	X					Exposure to Toxic / Caustic Chemicals	X				
Exposure to Explosives	X					Exposure to Radiation	X				
Other:											

Analyst's Comments:

As inspector works at various points in construction stages, worker will be both in and outdoors and exposed to weather inherent to Pacific Northwest. Constructions sites may be dirty, dusty, noisy, and cluttered. Potential hazards include falls from ladders or scaffolding, awkward postures, and trips and falls while walking on uneven grounds .

Possible Employer Modifications:

Lifting assistance available for handling of very heavy items such as generator or manhole covers-as this is an infrequent task that occurs only a few times per month.

Note: The information for this job analysis was gathered by either on-site observation, interview and / or is representative of the labor market as indicated on page one. Additional data may have been obtained from standardized industry resources such as the DOT, GOE, COJ, OOH, WOIS and O-NET. On occasion, practicality and feasibility prevent the direct observation and/or gathering of objective, quantifiable data. For this reason, a “best estimate” may have been used.



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Analyst:

Presenting VRC signature:

Vocational Consultant

Date

Vocational Consultant

Date

Employer Verification:

Employee Verification: (optional)

Name

Date

Name

Date



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MEDICAL PROVIDER:

- ☐ I agree that the employee can perform the physical activities described in this job analysis and can return to work.

State date employee is released to return to work if different from today's date _____

- ☐ I agree the employee can perform the described job but only with modifications (describe in comments section). Modifications are needed on a permanent ☐ or temporary ☐ basis.

- ☐ The employee **temporarily** cannot perform this job based on the following physical limitations:

Anticipated release date: _____

Treatment plan: _____

- ☐ The employee is **permanently** restricted from performing the physical activities described in this job analysis based on the following physical limitations (state objective medical findings):

Comments:

Signature

Date

Print Name

- | | | |
|--|---|---|
| <input type="checkbox"/> Attending Physician | <input type="checkbox"/> Consulting Physician | <input type="checkbox"/> Pain Program Physician |
| <input type="checkbox"/> IME Physican | <input type="checkbox"/> PCE Therapist | <input type="checkbox"/> OT / PT Therapist |
| <input type="checkbox"/> PEP Physician | | |