



BUILDING INSPECTOR I, II, III OR IV

COMMUNITY SERVICES DEPARTMENT

Posting # 21-83

MASON COUNTY EMPLOYMENT OPPORTUNITY

Note: Internal posting with General Services Teamsters is concurrent with external posting with the public. Therefore if a qualified candidate from within the bargaining unit applies, that person could be selected for the position.

Opening Date: November 23, 2021

Open Until Filled

First Review Date: December 14, 2021

Monthly Salary: Level I: \$3,987-\$4,401 Level II \$4,540-\$5,012 Level III \$5,048-\$5,572 Level IV \$5,813-\$6,417
Salary is contingent upon experience, qualifications and certifications as below

JOB SUMMARY(Full position description is available at the Human Resources Department. Contact info. below)

Under general supervision of the Community Development Director, reviews building permit plans for code compliance, responds to public inquiries and concerns, provides continuity of issued permits, and consistency of plan review. Conducts inspections of construction sites throughout the construction process.

EXAMPLES OF DUTIES(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of these classes)

Reviews residential and commercial plans and specifications for compliance with codes and regulations. Provides information to the public regarding building codes and county regulations. Provides forms and information to the public in response to inquiries, questions or concerns. Maintains files, records, and databases on inspection requests and scheduling. Based on qualifications, performs building site inspections or assists with inspections during the construction process to ensure facility safety and compliance with codes, regulations, project specifications, and plans. May be assigned specific duties based upon the level of qualifications including coordination of code enforcement, code violations and abatement proceedings.

MINIMUM REQUIREMENTS

All levels require: High school diploma or GED, working with the public, ability to work outdoors in variable terrain, ability to lift 20 lbs, and possess a valid WA Driver's License or appropriate driving accommodation. In addition: **Level I** requires one year experience in construction, plan interpretation, code enforcement, or related field. **Level II** requires one year as a building inspector and two years experience or training in related field and one ICC certification. **Level III** requires three years experience as building inspector and two ICC certifications. **Level IV** requires three years as a building inspector III or equivalent and three ICC certifications, and experience with resolving complicated permit issues.

PREFERRED QUALIFICATIONS

ICC Certification, Development regulations, plan review, including large and complex multi-family and commercial projects; and plan review supervision is preferred; Certifications in Plans Examiner, Fire Inspector or Fire Code Inspector also strongly preferred. Any previous work experience as a Fire Marshal or serving within a jurisdictional Fire Marshal program is beneficial.

APPLICATION & SELECTION PROCESS

Applicants are required to submit a Mason County Application to the Human Resources Department. The completed application may include additional pages of employment history using the application format, and a resume may be attached. The completed application will be used as the primary document to determine if minimum qualifications are met for this recruitment. Misrepresentation, incomplete, or inaccurate entries may be the cause of application rejection, removal from the employment list, or discharge from county service. Applicants will be screened based upon education and experience, and the top candidates will be scheduled for interviews. Selection factors will include demonstrated knowledge and abilities for the particular position. **Only those candidates chosen for interviews will be contacted.** Please read the reverse side for additional information. *This selection process may be subject to change.*

Return Applications to: Mason County Human Resources

Mailing Address - 411 North 5th Street, Shelton, WA 98584

Physical Address - 423 North 5th Street, Shelton, WA 98584

humanresources@masoncountywa.gov Phone-(360) 427-9670 X 290 Fax-(360) 427-8439

Equal Opportunity - Affirmative Action Employer

Drug Free Work Environment

This information does not constitute an expressed or implied contract or offer of employment. Any provision contained herein may be modified and/or revoked without notice.

Application Instructions – Carefully read the posting and note the minimum qualifications and the selection process. Please indicate all relevant education and experience on the application. A County application is always required and is utilized as the primary document to determine if the applicant meets the minimum qualifications. Resumes can be included as a supplement but cannot be used in lieu of completing the application. Applications must be entirely completed, and “see resume” will not be acceptable. Applicants applying for more than one position must complete a separate application for each position. Applications must be signed and dated, and returned to the Human Resources Department on or before the closing date. Completed applications should be submitted via regular mail to: Mason County Human Resources, 411 North Fifth Street, Shelton, WA 98584, Dropped off at our Human Resources Building #9 – 423 N 5th Street, Shelton, WA 98584, E-mailed: humanresources@masoncountywa.gov or faxed to 360-427-8439. Mailed applications must be postmarked no later than the closing date. Applicants should keep a copy of their completed application and any supplemental pages

Applicant Qualifications – All candidates must meet minimum requirements. Often, the most competitive applicants will possess qualifications far exceeding the required minimum. If a large number of applications are received, only the most qualified applicants will be involved in the selection process.

Authorization to Work – Successful candidates must present documentation proving authorization to work in the United States (as required by federal law).

Work Environment – Mason County maintains a drug-free work environment and prohibits smoking in all County buildings.

“At-will” Positions – Some positions are considered “at-will” or at the pleasure of the employer. Therefore, the County does not need to establish “just cause” or “cause” to terminate the employment relationship. However the County cannot discriminate an employee in conjunction with his/her termination.

Affirmative Action/Equal Employment Opportunity – Mason County is an equal opportunity employer committed to fair employment practices without regard to race, color, religion, creed, sex, age, marital status, national origin, veteran services, or individuals with disabilities.

Accommodation – Applicants with a disability requiring accommodation during the selection process should notify the Human Resources Department at (360) 427-9670 Ext. 290.

Health Insurance – Regular full-time employees and their qualifying dependents are eligible for medical, dental, vision, and life insurance coverage. Some regular part-time employees may receive the same coverage. Employees may partially contribute premiums depending upon the type of coverage selected.

Paid Leave – Sick leave, holidays, and vacation are provided in accordance with the County policy or union contracts. Vacation accrual rates increase at regular intervals based on length of service with the County.

Retirement Plan – All regular Mason County employees are enrolled in the Washington State Public Employee's Retirement System (PERS, PSERS or LEOFF). The County and employees contribute jointly to the plans.