



**JOB INFORMATION**

Jurisdiction: City of Zillah  
 Job Title: Building Inspector/Code Enforcement Officer  
 Employment Type: Full-time, Union Position  
 Salary Scale: \$21.57 - \$24.56 per hour  
 Contact Information: Zillah City Hall, 503 First Avenue, Zillah, WA 98953, 509-829-5151  
 Job Start Date: February 1, 2019

**JOB DESCRIPTION**

This position provides review and processing of construction plans and inspection of buildings at various stages of construction for compliance with approved plans, building and property maintenance codes as adopted by the City of Zillah. In addition, this position is responsible for investigating violation of, and pursuing compliance with the various sections of the City of Zillah Municipal Code dealing with residential, commercial and industrial zoning requirements; weeds, signage, nuisances, and promiscuous dumping. This position will also assist the Public Works Department on public works related issues as assigned. The position may occasionally require climbing or balancing; able to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

**REQUIRED QUALIFICATIONS**

At least three years of experience in code compliance/building inspection or three years of journey level experience in general building construction, or equivalent experience in a related field. International Code Council Certifications in Residential & Commercial Building Inspector are preferred. International Code Council certifications or ability to obtain certifications as follows:

- ❖ 1st Employment Year – Plumbing Inspector
- ❖ 2nd Employment Year – Fire Inspector 1
- ❖ 3rd Employment Year – Mechanical Inspector
- ❖ 4<sup>th</sup> Employment Year – Fire Inspector 2
- High school diploma or General Education Development (GED)
- Intermediate to Advance Computer Skills
- Valid Washington State Driver’s License with record free from serious or frequent violations

**BENEFIT PACKAGE**

Washington Teamster Medical Plan Z, Washington Teamsters Dental Plan A and Washington Teamsters Visions Plan. 2019 Cap is \$1,260.67 and a \$50 cap increases in 2020.

Time loss plan: Washington Teamsters Time Loss Plan (\$500 weekly benefit to eligible employee).

Retirement and Deferred Compensation: City and employee both contribute into the State Retirement Program at required levels. City contributes \$1.50 per hour and each member contributes \$1.50 per hour (up to 2080 hours per year) into the Western Conference of Teamsters Pension Trust.

Life Insurance: City pays for the premiums for basic life and AD&D life insurance in the amount of \$20,000.

Longevity: Longevity accrues on a monthly basis and is paid according to the schedule below:

Vacation leave: Vacation is paid as per the following schedule.

Years of Service	Mon. Longevity pay
5	\$25.00
9	\$50.00
12	\$90.00
15	\$130.00
20	\$160.00
25	\$180.00

0-5 Years	8.66 hrs. per mo.
6-10 Years	10.66 hrs. per mo.
11-15 Years	12.66 hrs. per mo.
16+ Years	14.66 hrs. per mo.

Department Directors may accumulate up to 240 hours of Vacation Leave. All hours over the maximum of 240 hours will be paid during the last week of June and December of each year.

Sick leave: Sick leave shall accrue at eight (8) hours of sick leave for each full month of employment. Sick leave may be accrued up to a maximum of 480 hours. Upon retirement, the City will cash out 50% of the sick leave.

Holidays: City recognized holidays include:

- |  |  |
|--|--|
| New Year’s Day (Jan 1 <sup>st</sup> )              | Veterans Day (Nov 11)                                      |
| M.L. King Birthday (3 <sup>rd</sup> Monday in Jan) | Thanksgiving Day (4 <sup>th</sup> Thurs in Nov)            |
| President’s Day (3 <sup>rd</sup> Monday in Feb)    | Day following Thanksgiving (4 <sup>th</sup> Friday in Nov) |
| Memorial Day (Last Monday in May)                  | Christmas Eve Day (Dec 24 <sup>th</sup> )                  |
| Labor Day (1 <sup>st</sup> Monday in Sept)         | Christmas Day (Dec 25 <sup>th</sup> )                      |

## CITY OF ZILLAH JOB DESCRIPTION

**TITLE:** BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER

**DEPARTMENT:** Planning and Community Development

**REPORTS TO:** Planning and Community Development Director

**SUPERVISES:** None

**ADOPTED/REVISED DATE:** 2014

**SALARY GRADE:** Union

### POSITION PURPOSE/SUMMARY

This position provides review and processing of construction plans and inspection of buildings at various stages of construction for compliance with approved plans, building and property maintenance codes as adopted by the City of Zillah. In addition, this position is responsible for investigating violation of and pursuing compliance with the various sections of the City of Zillah Municipal Code dealing with residential, commercial and industrial zoning requirements such as weeds, signage, nuisances, and promiscuous dumping. This position will also assist the Public Works Department on public works related issues as assigned. The position may occasionally require climbing or balancing; able to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds.

### EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Promote positive public relations within the community and organizations.
- Enforce compliance with the several city codes dealing with weeds, nuisances, graffiti, signs, sidewalk repair and right of way issues.
- Review applications and plans and process building permit applications as received from the public.
- Enforce compliance with the City's land use and building code regulations, including but not limited to the zoning and environmental ordinances; monitor and survey for compliance and locate and resolve cases of violation of zoning, land-use and building code regulations; and prepare and maintain correspondence and various records and reports related to land-use, zoning and building code activities, inspections, evaluations and corrective actions.
- Consults with the Planning Director and Fire Chief in relation to administration of the International Fire Code (IFC).
- Performs Residential Rental Unit Inspections, pre-occupancy inspections and general business inspections
- Operates computer equipment to issue permits and maintain inspection records and status of permits.
- Assists the Planning and Community Development Director by performing on-site inspections and verifying or enforcing compliance with the International Building, Plumbing, Property Maintenance, and Mechanical Codes. Maintain related files and records.
- Receives phone calls regarding building related questions and areas of concern, initiate and track correspondence with code violators; organize and maintain enforcement files and data; conduct on-site inspections based on personal knowledge or complaints; pro-actively seek out code violations, including problems with graffiti and non-complying signs, and initiate contact.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.

- Interprets and explains regulations and codes and investigates and resolves complaints for the public.
- Assists in administering the permitting function, including applications processing, fee assessment and collection.
- Provides assistance to customers at the front counter as needed.
- Provide assistance to the Planning and Public Works Departments for clerical tasks as needed.
- Other duties as assigned.

## **WORKING CONDITIONS**

Work is performed in an office and in outside environments subject to weather and in-progress construction hazards. Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, tools, computers and various pieces of office equipment. Normal work schedule is forty hours per week, eight hours per day, five days per week. Actual schedule may be flexible depending on requirements of the job.

While performing the duties of this job, the employee is regularly required to stand, sit, walk, talk, or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## **KNOWLEDGE, ABILITIES, SKILLS FOR SUCCESS**

- Ability to deal professionally and effectively with the public, sometimes in contentious circumstances
- Ability to communicate clearly both verbally and in writing in the English language.
- Ability to work independently or as part of team
- Experience in construction practices, procedures and methods
- Experience using a personal computer, including word processing and building & inspection software; be able to operate a motor vehicle, portable radio, phone, ladder or scaffolding, tape measure, level, hand tools, copy and fax machine, reference codes.
- Knowledge of legal issues, code compliance issues, and building codes
- Background in municipal codes, Washington State WAC's and RCW's, and standards

## **REQUIRED QUALIFICATIONS**

At least three years of experience in code compliance/building inspection or three years of journey level experience in general building construction, or equivalent experience in a related field. International Code Council Certifications in Residential & Commercial Building Inspection are preferred. International Code Council certifications or ability to obtain certifications as follows:

- ❖ 1st Employment Year – Plumbing Inspector
- ❖ 2nd Employment Year – Fire Inspector 1
- ❖ 3rd Employment Year – Mechanical Inspector
- ❖ 4<sup>th</sup> Employment Year – Fire Inspector 2

- High school diploma or General Education Development (GED)
- Intermediate to Advance Computer Skills
- Valid Washington State Driver's License with record free from serious or frequent violations

# City of Zillah Application for Employment

Human Resources  
Use Only

**City of Zillah**  
PO Box 475, Zillah, WA 98953  
Phone #509-829-5151 FAX #509-829-5457

You must submit a separate Application for each position.  
Read the Position Opening Announcement to see if a  
Supplemental Questionnaire is required.  
**DO NOT submit a photograph of yourself.**

The City of Zillah is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, sexual orientation, religion, national origin, marital status, genetic information, veteran's status, disability, or any other basis prohibited by federal, state or local law.

**Complete all information from this point forward. An incomplete Application may disqualify you from further consideration.**

**Applicant:** Write the Position Title of the Job you are applying for here:

Name \_\_\_\_\_ (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Middle)

Address \_\_\_\_\_  
\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Ph. ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_ Work ( ) \_\_\_\_\_ Email \_\_\_\_\_

Are you a U.S. citizen, or, do you have a Visa permitting you to work in the U.S.? (Documentation of authorization to work in the U.S. will be required if an offer of employment is made and accepted.)

Yes  No

Are you over the age of 18?  Yes  No

Do you have, or can you obtain, a valid Washington State Driver's License?  Yes  No

Do you wish to claim Veteran's Preference for testing, pursuant to RCW 41.04.010?  Yes  No

## TRAINING AND EDUCATION

Highest Grade Completed:  8  9  10  11  12  GED

Colleges/Other Training	Subject/Major	Degree/Certificate	Date Completed

## EQUIPMENT, OFFICE AND COMPUTER SKILLS

Describe computer and other equipment operation skills. Include programs used, typing speed & other information relevant to the position for which you are applying.

## CRIMINAL CONVICTION

The City of Zillah is mindful of its obligation to employ qualified persons and its entitlement under law to consider an applicant's convictions record as it relates to job performance. **A conviction record will not disqualify you for employment unless such record would reasonably affect your fitness for the job for which you have applied.** Have you been convicted of a felony or released from prison within the last ten (10) years, or have been convicted of a misdemeanor other than minor traffic offenses within the past three (3) years?  YES  NO

If Yes, Please Provide

Details Regarding the

Crime and the Sentence or

Fine Imposed \_\_\_\_\_

## PROFESSIONAL REFERENCES (Do Not List Relatives)

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

Name/Title \_\_\_\_\_ Employer \_\_\_\_\_ Phone ( ) \_\_\_\_\_

## SIGNATURE IS REQUIRED

To the best of my knowledge, the information herein is true and complete. I have read the Position Opening Announcement and I can perform the essential functions of the position for which I am applying, with or without reasonable accommodation. I understand that if I receive a Conditional Offer of Employment for a position where I will have unsupervised access to children, developmentally disabled persons, or vulnerable adults, the City of Zillah is authorized to complete a thorough background check pursuant to the Child/Adult Abuse Information Act. I understand that I will be tested for the presence of drugs as part of the pre-employment screening if I receive a

Conditional Offer of Employment for a position which requires a Commercial Driver's License. I authorize investigation of all statements in this application.

I understand that providing false information on this application is grounds for disqualification and/or dismissal. If I am applying for an exempt position, I understand that nothing in this application or my communications with any City of Zillah official is intended to create an employment contract between the City of Zillah and me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**WORK HISTORY**

Beginning with your present or most recent employment, list your work/experience history for the last 10 years or experience prior to that time which is directly related to the position for which you are applying. Attach additional sheets as necessary. Be sure to include any non-paid experience which is related to the job for which you are applying. Complete the following sections even if you are submitting a resume in addition to this application. An incomplete application may disqualify you. If you have been known by a different name by any of these employers, please identify the employer and state the name here :

\_\_\_\_\_

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				
_____					
_____					
_____					

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				
_____					
_____					
_____					

Employer's Name	_____	From	_____ Mo/Year	To	_____ Mo/Year
Address	_____	Supervisor	_____		
Phone	_____	Hours Worked Per Week	_____		
Position	_____	Start Salary	_____		
Number Of Employees Supervised By You	_____	Last Salary	_____		
Reason For Leaving	_____				
Primary Duties	_____				
_____					
_____					
_____					

**AUTHORIZATION TO RELEASE EMPLOYMENT RECORDS**

**References will only be checked for finalists.**

Current and/or prior employers will only be contacted after an applicant has been notified that he/she is a finalist. I certify that the information given by me to the City of Zillah is true and complete to the best of my knowledge. I understand that falsification of this application will be grounds for elimination from further consideration or, if employed, may result in discipline up to and including immediate dismissal. I further certify that I am not engaged in any outside activity or business that could be considered in conflict with City of Zillah interest or those of its clients, nor will I become engaged in such activity or business if employed.

I, the undersigned applicant for employment with the City of Zillah, in consideration of the review of my employment application, do authorize the City of Zillah to solicit information regarding my character, general reputation, previous employment, and similar background information, and to contact any and all prior employers or references I have given on my application. I hereby release all parties and persons connected with any such request for information from all claims, liabilities, and damages for any reason arising out of the furnishing of such information. If employed, I release the City of Zillah from any liability for future references it may provide regarding my work history at the City of Zillah.

If employed, I further agree that if I lose, damage, or fail to return any of the City of Zillah's property, the City of Zillah is authorized to deduct from my wages sufficient reasonable funds to replace its property.

It is my intention that any copy of this authorization be as effective as the original.

Date \_\_\_\_\_

Name (Please Print) \_\_\_\_\_

Signature \_\_\_\_\_

**DRIVING RECORD**  
(To be completed with application)

Name: \_\_\_\_\_  
Please Print Last First MI

*List all notices of infractions or traffic citations (other than parking tickets) which you have received in the past 5 years.*

State	Month/Year	Type of Infraction

Infractions or citations will not necessarily remove you from consideration. The City of Zillah will; however, consider your driving record when making employment decisions.

**The information provided above is true to the best of my knowledge. I understand that providing false information is cause for elimination in the selection process or dismissal from employment.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Finalists, upon notification that references will be checked, will be required to submit a copy of their driving abstract to Human Resources.** Driving abstracts may be obtained at any Washington State Department of Licensing branch office for a small fee. Other states may have different procedures. This fee is at the Finalist's own expense.

**City of Zillah Driving Standards:**

Applicants for positions in which the employee is expected to operate a motor vehicle must be at least 18 years old and will be required to present a valid Washington State driver's license with any necessary endorsements. Driving records of applicants may be checked. Applicants will be disqualified under the following circumstances:

- Violations  
More than two moving traffic violations within the preceding three years; or reckless driving violation within the preceding five years; or driving while intoxicated within the preceding five years.
- Accidents  
More than one motor vehicle accident within the preceding three years for which the applicant received a traffic or criminal citation and was convicted, forfeited bail, or entered a plea of "guilty" or "nolo contendere."



**THIS PAGE WILL BE REMOVED FROM THE APPLICATION AND KEPT SEPARATELY**

**Name:** \_\_\_\_\_  
**Please Print** Last First MI  
**Job Name:** \_\_\_\_\_

**Are you a former or current City of Zillah Employee?**

Yes  No If Yes, please tell us:

When you worked \_\_\_\_\_

Department \_\_\_\_\_

Position Title \_\_\_\_\_

Supervisor \_\_\_\_\_

**Having a relative employed by the City of Zillah will not necessarily bar you from employment.**

Do you have any relatives employed by the [Member name]?  Yes  No

If yes, Please list their name/s and relationship/s \_\_\_\_\_

**We would appreciate completion of the information below. This is entirely voluntary. The City of Zillah is committed to non-discrimination in employment practices. This information will be kept confidential and will be used for EEO record keeping purposes only.**

Sex  Female  Male

Ethnic Category (Check one)  Caucasian  African American  Hispanic or Latino  Asian

Native Hawaiian or Other Pacific Islander  Alaskan Indian  Native

American  Two or More Races  Other \_\_\_\_\_

**Please tell us how you learned of this opening by circling the number of the source**

- |                                  |  |
|----------------------------------|--|
| 1. Local Media _____             | 7. Library                                 |
| 2. [Member] (Jobline/TV/Walk in) | 8. School/College                          |
| 3. Internet (general)            | 9. Friend/Relative                         |
| 4. Jobs Available                | 10. [Member] Employee                      |
| 5. AWC Job Net                   | 11. Professional Publication/Internet Site |
| 6. Municipal Office              | 12. Law Enforcement Digest                 |
|                                  | 13. Other                                  |

**APPLICATION ASSEMBLY and HIRING PROCESS:**

**Assemble application materials in this order: 1: City of Zillah Application Front Page, 2: Work History, 3: Supplemental Questionnaire (if required), 4: Authorization To Release Employment Records, 5: Driving Record. 6: The following optional items may follow in this order: cover letter, resume, reference list, etc. Please make 7: this sheet the **LAST PAGE** as it will be removed. Staple everything together in the top left corner.**

Those applicants who submit a **complete and timely** application and are invited to participate in the testing and/or interview stages of the selection process will be notified by phone, email, or mail. Those who are not will be notified by mail. Incomplete or late applications will not receive notification. Application screening is scheduled to begin on the first business day following the closing date and may take 5-10 business days.

***Thank you for considering us as your prospective employer.***