

# Agenda Summary Report (ASR)

## Franklin County Board of Commissioners

<b>DATE SUBMITTED:</b> April 14, 2023	<b>PREPARED BY:</b> Derrick Braaten, Planning and Building Director
<b>Meeting Date Requested:</b> April 25, 2023	<b>PRESENTED BY:</b> Derrick Braaten, Planning and Building Director
<b>ITEM:</b> (Select One) <input checked="" type="checkbox"/> <b>Consent Agenda</b> <span style="float: right;"><input type="checkbox"/> <b>To Be Brought Before the Board</b></span>	
<b>Time needed:</b> <u>N/A</u>	
<b>SUBJECT:</b> Request to replace the 2023 budgeted Building Inspector 2 position with a second Building Inspector 1 position within the 2023 Building Department budget, requiring the amendment of salaries & wages, number 1130-101131-1000, and budgeted positions for the department, to reflect said change.	
<b>FISCAL IMPACT:</b> This proposed action will not increase the 2023 Planning Department Budget. Salaries and Wages (1011321000). This request will reduce the Salaries and Wages for the 2023 budget by \$5,050.50. (Building Inspector 2, Step 1 = \$55,555.50; Building Inspector 1 = \$50,505) Benefit costs remain the same.	
<b>BACKGROUND:</b> Due to the current, and now projected, volume of active projects requiring building inspections, the Planning & Building Department is seeking to fill a second Building Inspector position, with a Building Inspector 1, rather than a Building Inspector 2. However, the Building Division is currently budgeted for three, non-bargaining, FTE positions: the Building Official, a Building Inspector 2, and a Building Inspector 1. In order to hire a second Building Inspector 1, the Department's budgeted positions must be updated/changed to remove the Building Inspector 2 position, and replace it with a Building Inspector 1 position.	
<p>In addition to performing inspections, the Building Inspector 2 acts as the back-up Building Official and plans examiner. If a new hire does not already have experience as a building inspector, which is common, it generally takes a new Building Inspector two to five years to obtain the experience and certifications to qualify as a Building Inspector 2. Word on the street from parties seeking to hire Building Inspectors states they are not receiving applicants with certifications, and are generally needing to train them to become certified. In other words, if we advertise for a Building Inspector 2, then it is unlikely we will receive qualified applicants for the position.</p> <p>Building was expected to be slow this year due to interest rates, but with those seeming to stabilize, and the price of materials falling like lumber has, people are moving forward with their projects. In addition, we now perform all building services for Mesa and Kahlotus, as well as all plan review and building inspections for the City of Connell. We expect it will continue to be too busy for us to handle the volume with one full time inspector in the field, especially with Kahlotus coming onboard and a 32 house subdivision in Connell, which has just started to build.</p> <p>Also, the additional inspector is requested because we have reduced the amount of inspection requests sent to Northwest Code Professionals to reduce costs to the department, expedite review and inspections, and due to their inability to consistently assist, if needed. They are shorthanded, have informed us a few times that they were unable to take on anymore inspections, and if they can, need at least a days' advance notice to get it on their schedule, as the other jurisdictions are using them as well. Unless there is some reason beyond our control, we generally schedule an inspection request within 24-hours of the request, 48-hours at most. Each morning, the inspection schedule is finalized for the day, in case there were after-hour requests the day before. Therefore, due to the fact that Northwest Code has stated they cannot guarantee they can provide the service if requested, the fact they require notice a day in advance if they can, and the overall cost, this arrangement is no longer an optimal alternative.</p> <p>The Building Official has also been doing site and building inspections if the number of daily inspection requests are too high to be completed by one person in a single day, or if the current Building Inspector 1 is out of the office. This causes the Building Official to be out of the office, often half a day, away from plan review and other office related duties of the position. Due to the current volume of active projects, he is out on inspections nearly every day. As we approach another building code change and energy code change, his availability to do inspections is going to be reduced due to the need to get current with the new codes, how they relate to/impact current processes and forms, and ensure the Building Inspector(s) receives proper training, among other administrative matters.</p>	

The Building Inspector 2 resigned in December of 2020. Mike Troidl was promoted from Building Inspector 1 to Building Inspector 2. Just prior to this, the Building Official had notified Franklin County that he was retiring in June of 2021. A new Building Inspector 1 was hired in March of 2021, along with an individual whose résumé indicated he would be qualified to take on the role of Building Official. Unfortunately, the new potential Building Official did not work out and separated from the County on May 5, 2021. In June of 2021, the Franklin County Building Official retired. Franklin County advertised for a new Building Official and did not receive any applications from qualified candidates. Following the resignation of the Building Official, Mike was asked if he could assist with keeping the department operating until alternative arrangements could be made. He stepped into the role, kept the department functioning, and began making departmental improvements, including implementing changes that improved internal departmental efficiencies, reduced building application review and processing times, and created cost reductions by minimizing the use of contracted, 3<sup>rd</sup> party inspection services. In November of 2021, Mike was promoted to the position of Building Official, and the position of Building Inspector 2 has been vacant, since then.

An alternative approach would be to add a new position, for a total of three Building Inspectors (one Building Inspector 2 and two Building Inspector 1 positions) to the Department. It is not believed that we will have a need for three Building Inspectors, in the near term, adding the position requires adding nearly \$100,000 to the budget. Also, the Building Inspector 2 position would likely remain vacant for a number of years. A third option would normally be to seek alternative contractors to provide on-call inspection services. However, the only 3<sup>rd</sup> party inspection service we are aware of operating in this area is Northwest Code Professionals.

**RECOMMENDATION:** Staff recommends the Board's approval for the removal of the Building Inspector 2 position from the Building Division, and replace the position with a Building Inspector 1 position, maintaining 3-FTE positions within the Division, and amend the 2023 Current Expense Fund Budget, Building, Salaries and Wages, Number 1011321000, to reflect the same.

**SUGGESTED MOTION:** I move to approve the removal of the Building Inspector 2 position from the Building Division, and replace the position with a Building Inspector 1 position, maintaining 3-FTE positions within the Division, and amend the 2023 Current Expense Fund Budget, Building, Salaries and Wages, Number 1011321000, to reflect the same.

**COORDINATION:** This recommended action has been discussed with Mike Troidl, Building Official; Craig Erdman, Public Works Director; and County Administrator Mike Gonzalez.

**ATTACHMENTS:**

(1) Draft Resolution (2) Building Inspector 2 Job Description (3) Building Inspector 1 Job Description

**HANDLING / ROUTING:**


**To the Clerk of the Board:** 1 – Original Resolution

**To Planning and Building:** 1 – Copy Resolution

**To Public Works:** 1 - Copy Resolution

**To County Auditor – Accounting:** Copy of Resolution

*I certify the above information is accurate and complete.*

  
Derrick Braaten, Planning and Building Director

**FRANKLIN COUNTY RESOLUTION \_\_\_\_\_**

**BEFORE THE BOARD OF COUNTY COMMISSIONERS OF  
FRANKLIN COUNTY, WASHINGTON**

***A REQUEST TO REPLACE THE BUDGETED BUILDING INSPECTOR 2 POSITION WITH A  
BUILDING INSPECTOR 1 POSITION IN THE PLANNING & BUILDING DEPARTMENT, AND  
TO AMEND THE 2023 CURRENT EXPENSE BUDGET LINE 1011311000 TO REFELCT THE  
SAME***

**WHEREAS**, the Planning & Building Department has need to hire a second Building Inspector; and

**WHEREAS**, in the 2023 Franklin County Current Expense Budget, the Building Division (101131) was approved for two (2) Building Inspector positions, a Building Inspector 2 position and a Building Inspector 1 position; and

**WHEREAS**, it generally takes two (2) to five (5) years of building inspection experience to have the skills and certifications to qualify to be a Building Inspector 2; and

**WHEREAS**, the Department's preference is to hire a second Building Inspector 1 position, due to the low likelihood of finding a qualified candidate for a Building Inspector 2 in the current job market; and

**WHEREAS**, in order to hire a second Building Inspector 1 without creating a new position in the Building Division, the existing Building Inspector 2 position needs to be replaced with a new Building Inspector 1 position; and

**WHEREAS**, due to the difference in salaries between a Building Inspector 2 (Grade 16, Step 1 = \$55,555.50, annually) and Building Inspector 1 (Grade 15, Step 1 = \$50,505, annually), the Building Division Salaries and Wages budget line 1011311000 will also need to be amended to reflect the \$5,050.50 difference in salaries; and

**NOW, THEREFORE BE IT RESOLVED**, the Board of Franklin County Board of County Commissioners hereby approve the Franklin County Planning & Building Department's request to replace the current Building Inspector 2 position approved in the 2023 Current Expense Budget for the Franklin County Building Division with a new Building Inspector 1 position.

**BE IT FURTHER RESOLVED**, due to the difference in salaries between a Building Inspector 2 (Grade 16, Step 1 = \$55,555.50, annually) and Building Inspector 1 (Grade 15, Step 1 = \$50,505, annually), the Building Division Salaries and Wages budget line 1011311000 shall be amended to reflect the \$5,050.50 difference in salaries.

**BE IT FURTHER RESOLVED**, the Board of Franklin County Commissioners hereby authorizes the Auditor to make the approved revisions to the 2023 Current Expense Fund Budgets, as provided for, above.

**APPROVED** this 25<sup>th</sup> day of April, 2023.

**BOARD OF COUNTY COMMISSIONERS  
FRANKLIN COUNTY, WASHINGTON**

\_\_\_\_\_  
Chair

Attest:

\_\_\_\_\_  
Chair Pro Tem

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Member

Originals:      Clerk of the Board

Copy:      Planning & Building Department  
              County Auditor / Accounting



## FRANKLIN COUNTY JOB DESCRIPTION

### Building Inspector II

<b>Effective Date:</b> January 2021	<b>Bargaining Unit:</b> NB75
<b>Department:</b> Planning and Building	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Building Official	<b>PCN:</b> 1130BDINII
<b>Grade/Salary Schedule:</b> Grade 16 / NB75	

#### SUMMARY

Reviews construction plans, performs and completes the inspection process for buildings and structures, and interprets and explains building codes to contractors and the general public, according to established department and County policies, procedures, and in compliance with applicable regulations and codes.

#### ESSENTIAL FUNCTIONS OF THE JOB

- Conducts inspections in residential and complex commercial and industrial building structures according to established codes, procedures, and approved building plans.
- Creates, provides, and files relevant notices and performs related functions based on inspection results to ensure compliance with codes and regulations.
- Provides service and performs department functions by completing routine inspection reports and correspondence and responding to requests, inquiries, complaints, or questions by researching, reviewing, analyzing, and communicating policy or code interpretation, sharing detailed and/or technical information, making recommendations, and providing advice, reports, or answers in scope of knowledge or authority or referring to appropriate individual.
- Provides interpretation, advice and alternative solutions regarding codes issued to contractors, departments, and property owners.
- Creates and maintains records for code enforcement including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices.
- Performs department fiscal functions, including creating invoices and processing payments received for permits according to department and Franklin County standard practices.
- Monitors, reports, interprets, and communicates new trends, innovations, or changes to federal, state and local rules, laws, appeals, regulations, codes, and ordinances as they relate to the assigned areas and responsibilities and recommends changes to written policies, procedures, manuals, forms, workflow documents, and recordkeeping to ensure efficiency, effectiveness, and compliance.
- Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.
- In the absence of the Building Official, or at their request, fulfills duties according to department guidelines and policies.
- Provides or coordinates training for new inspectors including an introduction to County and department policies, employee or position handbooks or desk procedures, and technical equipment.
- Provides support and guidance to new inspectors.

# FRANKLIN COUNTY JOB DESCRIPTION

## Building Inspector II

---

### KNOWLEDGE, SKILLS, AND ABILITIES

- Proficient knowledge, interpretation, and application of Franklin County business and financial processes, County and department policies and procedures, as well as federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to areas of assignment.
- Proficient knowledge in principles, practices, procedures, techniques, terminology, and related tools and technology as they relate to area(s) of assignment including inspection of, and stages and materials in, construction of residential, commercial, and industrial buildings.
- Proficient skills in troubleshooting and resolving issues or problems by analyzing information, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Proficient skills in data entry, typing, and in the following programs or systems: Word, Excel, Outlook, and the internet for research. Ability to learn and develop proficient skills in the current County plan review software and the current County-wide enterprise resource planning software.
- Ability to read and interpret plans, specifications, maps, engineered drawings and to compare them with construction in progress.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive or confidential information.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and discretion.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.

### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: outside in various weather conditions, and
  - frequently: in an office environment, and
  - occasionally: fumes or airborne particles, dirt, dust, and shavings, wet, humid conditions (non-weather), moving mechanical parts, high precarious places, toxic or caustic chemicals, extreme cold and heat (non-weather), risk of electrical shock, and vibration.
- The noise level in the general work environment varies depending on the task and location and can range from usually moderate to very loud when on active construction project sites.

### SPECIAL CONSIDERATIONS

- Occasionally required to work evenings, weekends, and holidays for disaster response and building safety inspection.
- Required to drive a County vehicle and travel daily within the County to perform inspections. Occasionally travel in the region or state for conferences or training.

# FRANKLIN COUNTY JOB DESCRIPTION

## Building Inspector II

---

### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

- spend the following amount of time in an activity:
  - frequently; sit, stand, or walk for extended periods of time, talk or hear, use hands and fingers to handle, feel, or operate equipment or tools, climb, pull, push or balance, stoop, kneel, crouch, or crawl, reach with hands and arms, and work in a cramped or confined space.
- frequently carry or transport up to 25 pounds.
- have the following vision abilities:
  - depth perception, peripheral vision, ability to adjust focus, and have close and distance vision (from one inch to 20 feet or more).

### QUALIFICATIONS

#### REQUIRED EDUCATION AND EXPERIENCE

- High school diploma or GED.
- Vocational or college coursework in building construction and the International Building Codes.
- Five years of experience in building construction or inspection.
- Experience working with the public.

OR

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

#### LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- The following certifications from International Code Council (ICC) and the ability to earn continuing education credits and pass testing to maintain certifications:
  - Building Inspector (Residential & Commercial)
  - Mechanical
  - Plumbing
  - Building Plans Examiner
  - Handicap Accessibility.
- Valid driver's license if driving a vehicle for County business.

### OTHER DUTIES DISCLAIMER

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.



## FRANKLIN COUNTY JOB DESCRIPTION

### Building Inspector I

<b>Effective Date:</b> January 2021	<b>Bargaining Unit:</b> NB75
<b>Department:</b> Planning & Building	<b>FLSA Status:</b> Non-Exempt
<b>Reports to:</b> Building Official	<b>PCN:</b> 1130BLDICE
<b>Grade/Salary Schedule:</b> Grade 15 / NB75	

#### SUMMARY

Reviews construction plans and performs and completes the inspection process for buildings and structures according to established department and County policies, procedures, and in compliance with applicable regulations and codes.

#### ESSENTIAL FUNCTIONS OF THE JOB

- Conducts inspections in commercial, industrial, and residential buildings, according to established codes, procedures, and approved building plans.
- Creates, provides, and files relevant notices and performs related functions based on inspection results to ensure compliance with codes and regulations.
- Provides service and performs department functions by completing routine inspection reports and correspondence and responding to requests, inquiries, complaints, or questions by researching, reviewing, analyzing, and communicating policy or code interpretation, sharing detailed and/or technical information, making recommendations, and providing advice, reports, or answers in scope of knowledge or authority or referring to appropriate individual.
- Provides interpretation, advice and alternative solutions regarding codes issued to contractors, departments, and property owners.
- Creates and maintains records for code enforcement including files, lists, logs, and other recordkeeping systems utilizing computerized and manual systems that provide for proper evaluation, control, and documentation of assigned operations according to current department and County practices.
- Performs department fiscal functions, including creating invoices and processing payments received for permits according to department and Franklin County standard practices.
- Monitors, reports, interprets, and communicates new trends, innovations, or changes to federal, state and local rules, laws, appeals, regulations, codes, and ordinances as they relate to the assigned areas and responsibilities and recommends changes to written policies, procedures, manuals, forms, workflow documents, and recordkeeping to ensure efficiency, effectiveness, and compliance.
- Pursues self-development and continuing development of skills and knowledge by attending ongoing educational workshops, reviewing professional or technical publications, and establishing personal networks.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Basic knowledge, interpretation, and application of Franklin County business and financial processes, County and department policies and procedures, as well as federal, state, and local rules, laws, regulations, legislation, codes, and ordinances as they relate to areas of assignment.



## FRANKLIN COUNTY JOB DESCRIPTION

### Building Inspector I

- Proficient knowledge in principles, practices, procedures, techniques, terminology, and related tools and technology as they relate to area(s) of assignment including inspection of, and stages and materials in, construction of residential, commercial, and industrial buildings.
- Proficient skills in troubleshooting and resolving issues or problems by analyzing information, identifying alternative solutions, interpreting compliance documentation, projecting consequences of proposed actions, and implementing recommendations in support of goals.
- Proficient time management and mental and physical organization skills that support the ability to focus, have clarity, and use strategy to fulfill a variety of tasks successfully.
- Basic skills in data entry, typing, and in the following programs or systems: Word, Outlook, and the internet for research. Ability to learn and develop proficient skills in the current County plan review software.
- Ability to read and interpret plans, specifications, maps, engineered drawings and to compare them with construction in progress.
- Ability to exercise a high degree of independent judgment and discretion and maintain the confidentiality of sensitive or confidential information.
- Ability to write and speak clearly and concisely, to express ideas and recommendations effectively orally and in writing, and communicate department, technical, or industry information, policies, requirements, and procedures in a language understood by co-workers and the general public.
- Ability and willingness to establish and maintain communication and working relationships with peers, representatives from other agencies, vendors, public officials, and the general public using courtesy, tact, and discretion.
- Ability to effectively present information, findings, proposals, training, or other information to a variety of audiences by clearly articulating, engaging the audience, assessing the needs of the audience, and using appropriate materials to help audience understand the message.

#### WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work may be performed in the following environmental conditions:
  - constantly: outside in various weather conditions, and
  - frequently: around fumes, or airborne particles, dirt, dust, and shavings, and
  - occasionally: in wet, humid conditions (non-weather), near water, and in an office environment.
- The noise level in the general work environment varies depending on the task and location and can range from usually moderate to loud when on active construction project sites.

#### SPECIAL CONSIDERATIONS

- Occasionally required to work evenings, weekends, and holidays for disaster response and building safety inspection.
- Required to drive a County vehicle and travel daily within the County to perform inspections. Occasionally travel in the region or state for conferences or training.

#### PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The person in this position must be able to

## **FRANKLIN COUNTY JOB DESCRIPTION**

### **Building Inspector I**

---

- spend the following amount of time in an activity:
  - constantly: talk or hear, use hands and fingers to handle, feel, or operate equipment or tools, and
  - frequently: walk for extended periods of time, stoop, kneel, crouch, or crawl, and reach with hands and arms, and
  - occasionally: stand and sit for extended periods of time, climb, pull, push or balance, and work in a cramped or confined space.
- frequently carry or transport up to 25 pounds and occasionally up to 50 pounds.
- have the following vision abilities:
  - depth perception, peripheral vision, ability to adjust focus, and have close and distance vision (from one inch to 20 feet or more).

#### **QUALIFICATIONS**

##### **REQUIRED EDUCATION AND EXPERIENCE**

- High school diploma or GED.
- Vocational or college coursework in building construction and the International Building Codes.
- One year of experience in building construction or inspection.
- Experience working with the public.

##### **OR**

- Any combination of education and experience which would provide the applicant with the desired knowledge, skills, and abilities required to perform the job.

##### **PREFERRED EDUCATION AND EXPERIENCE**

- Residential & Commercial Building Inspector Certification (International Code Council - ICC) and the ability to earn continuing education credits and pass testing to maintain certification.

##### **LICENSES, CERTIFICATES, AND OTHER QUALIFICATIONS**

- Employment at Franklin County is contingent upon the results of a background check and eligibility for coverage by the County's liability insurance carrier. Depending upon the position, background checks may include personal and professional references, social security verification, education and professional licensing verification, financial history, and criminal history.
- Valid driver's license if driving a vehicle for County business.

#### **OTHER DUTIES DISCLAIMER**

The statements herein describe the principal functions of this job, level of knowledge and skills typically required, scope of responsibility, work requirements and working conditions, but are not all-inclusive. Individuals may perform other duties and Franklin County, Washington reserves the right to modify, add or remove duties, and assign other duties as necessary, including work in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the workload.