

CITY ADMINISTRATOR
ROBERT OMANS

ASSISTANT CITY
ADMINISTRATOR
ERICA KRUM

CITY CLERK

FINANCE DIRECTOR
ROBIN NEWCOMB

PUBLIC WORKS DIRECTOR
MATHEW BAILEY

POLICE CHIEF
RICH ALBO

FIRE CHIEF
ED MILLS

PLANNING DIRECTOR
SHANNON JOHNSON

General Government Committee

Agenda
August 26, 2026
8:30 AM



119 W FIRST STREET
CLE ELUM, WA 98922

MAYOR
MATTHEW LUNDH

DEPUTY MAYOR
CASSIDY BUECHLE - CURTIS

GENERAL GOVERNMENT
COMMITTEE
CASSIDY BUECHLE - CURTIS
STEVEN HARPER - CHAIR
AUDREY MALEK

CITY ATTORNEY
CURTIS CHAMBERS

Join Virtually via Zoom: <https://zoom.us/j/7573184018?pwd=dERndiBJVC9GdVQ1d2ISRExwZFhXZz09>
Meeting ID: 757 318 4018 Passcode: 98922

Join by Phone: 1-(253)215-8782, Meeting ID: 757 318 4018, Passcode:98922

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DISCLAIMER: The City does not guarantee that virtual or telephonic access to the City Council meeting will be available, and the City does not warrant audio quality. Attendees are encouraged to attend in person.

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1. **Call to Order and Pledge of Allegiance**
 2. **Unfinished Business**
 3. **New Business**
 - a. General Government Meeting Minutes — July 22, 2026
 - b. Review Building Inspector / Permit Technician Job Description
 4. **Other Committee Comments**
 5. **Adjournment**

**CLE ELUM GENERAL GOVERNMENT COMMITTEE
MINUTES**

JULY 22, 2026

8:30 AM

119 W FIRST STREET
CLE ELUM, WA 98922

1. Call to Order and Pledge of Allegiance

Roll Call

Present:

Cassidy Buechle-Curtis
Steven Harper
Audrey Malek

Staff Present:

Rob Omans - City Administrator
Erica Krum - Assistant City Administrator

2. Unfinished Business

3. New Business

a. [General Government Meeting Minutes — May 27, 2026](#)

**MOTION: Councilmember Harper made a motion to adopt the minutes as presented;
seconded by Councilmember Malek.**

MOTION : 3 yes 0 no.

b. [Review City Clerk Job Description](#)

The committee discussed the job description and noted that they are still awaiting changes from the union. It was agreed that if the changes are minor, they would consider sending the updated job description directly to the City Council for review.

4. Other Committee Comments

Rob Omans, City Administrator, proposed an amendment to the job description for the position currently titled Permit/Office Technician, suggesting a change to Building Inspector/Permit Technician. He indicated a need for a more dedicated inspector who can have flexible scheduling without the encumbrance of office responsibilities. Councilmember Buechle-Curtis concurred that this was a good idea but recommended retaining the old position to ensure future availability if

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needed.

5. Adjournment

The meeting was adjourned at 8:39 a.m.

Steven Harper, Chair

City Clerk



City of Cle Elum

POSITION DESCRIPTION

AUGUST 2026

POSITION TITLE: Building Inspector / Permit Technician

REPORTS TO: Reports to the Assistant City Administrator, Building Official and Planning Director under the guidance of State and City regulations and procedures.

SALARY RANGE: \$ 35.60 to \$ 43.27 per Hour

STATUS: Full Time

AFFILIATION: Union

WORKWEEK BASIS: 40 hrs/week

JOB SUMMARY: The Building Inspector / Permit Technician performs a combination of permit administration, customer service, and building inspection duties. The position assists customers with permit applications, reviews permit submittals for completeness, issues permits, schedules inspections, maintains permit records, and performs field inspections to ensure compliance with adopted building codes and related regulations. This position serves as a primary contact for the public and provides technical guidance to contractors, homeowners, and design professionals.

ESSENTIAL DUTIES and RESPONSIBILITIES:

Building Inspections:

1. Perform field inspections of residential and commercial construction for compliance with adopted building codes.
2. Inspect foundations, framing, mechanical, plumbing, energy, accessibility, life safety, and final construction to verify compliance with applicable codes and approved plans. Approve each phase of construction before work progresses to the next stage.
3. Identify code deficiencies during inspections, document inspection findings, and communicate required corrective actions to contractors, property owners, and other affected parties to achieve code compliance.
4. Interpret and apply adopted building codes; provide code guidance and compliance requirements to contractors, design professionals, and property owners; and evaluate requests for alternate materials and methods in accordance with applicable codes.
5. Investigate complaints regarding building code violations when assigned.

Permit Administration:

1. Provide customer service at the permit counter, by telephone, and electronically by assisting applicants, contractors, design professionals, property owners, and the public with permit requirements, application procedures, adopted codes, and construction regulations.

2. Receive, process, and issue building and planning permit applications by verifying completeness, coordinating reviews with planning, engineering, public works, fire, and other agencies, calculating permit fees, collecting payments, and issuing permits after all required approvals are obtained.
3. Coordinate building inspections by scheduling inspections, communicating with applicants, and maintaining inspection schedules.
4. Maintain accurate permit and departmental records by utilizing permit tracking software, preparing correspondence, reports, notices, and statistical information, managing document retention, and archiving completed permit files in accordance with applicable record retention requirements.
5. Communicate effectively and professionally with customers, contractors, architects, engineers, consultants, and other agencies to resolve questions and concerns, provide technical information, and promote compliance with adopted codes and safe construction practices.
6. Maintain required certifications and professional competency by completing continuing education, attending code update training and conferences, and remaining current with adopted building codes, state regulations, and industry best practices.
7. Perform other duties and responsibilities as required or assigned.

NECESSARY KNOWLEDGE:

- Thorough knowledge of adopted building, residential, mechanical, plumbing, energy, accessibility, and related construction codes, as well as applicable state and local regulations.
- Knowledge of construction methods, materials, terminology, and accepted building practices for residential and commercial construction.
- Knowledge of permit processing procedures, inspection practices, plan review principles, and municipal record retention requirements.
- Knowledge of customer service principles and effective communication techniques for working with contractors, design professionals, property owners, and the public.
- Knowledge of standard office software, permit tracking systems, and electronic records management.
- Knowledge of safe work practices and hazards associated with construction sites and field inspections.

NECESSARY SKILLS:

- Ability to inspect construction projects, identify code compliance issues, and accurately document inspection findings.
- Ability to interpret and apply building codes, ordinances, policies, and approved construction documents consistently and objectively.
- Skill in communicating technical information clearly and professionally, both verbally and in writing, to a variety of audiences.

- Ability to organize, prioritize, and manage multiple inspections, permits, and administrative tasks while meeting established deadlines.
- Skill in maintaining accurate records, preparing reports and correspondence, and using permit tracking and office software efficiently.
- Ability to establish and maintain effective working relationships with coworkers, contractors, design professionals, public agencies, and members of the public.

MINIMUM QUALIFICATIONS:

- High school graduate or equivalent (GED).
- Two (2) years of experience in building inspection, permit administration, or a related field.
- Valid Washington State Driver's License.
- ICC Residential Building Inspector certification (or obtain within one year of hire).
- ICC Permit Technician certification (or obtain within 6 months of hire).

COMPENSATION AND BENEFITS:

Wage Range:	\$ 35.60 to \$ 43.27 per Hour	Benefits:	Medical / Dental / Vision Holidays / Vacation / Sick Leave
Incentive Pay:	Longevity		\$214 VEBA per Month Many others

PHYSICAL DEMANDS AND WORKING CONDITIONS:

Work is performed in both office and field environments, including active residential and commercial construction sites. Field work requires exposure to varying weather conditions, including heat, cold, rain, wind, and dusty environments. The position requires the ability to walk over uneven terrain, climb stairs and ladders, bend, stoop, and occasionally lift or move materials weighing up to 50 pounds with assistance. Employees must be able to safely operate a motor vehicle and travel to inspection sites. The normal work schedule is Monday through Friday during regular business hours; however, early morning, evening, or weekend work may be required to accommodate inspections, meetings, emergencies, or training.

NOTICE:

The above position description does not include ALL essential and non-essential duties of this job. All employees with disabilities are encouraged to contact the personnel department to review and discuss the essential and non-essential functions of the job. An employee with a disability can evaluate the job in greater detail to determine if the essential functions can be performed safely with or without reasonable accommodations.

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City of Cle Elum

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