

JOB TITLE/ASSIGNMENT

EMPLOYER: City of Omak
JOB TITLE: Building Official/Permit Administrator
DEPARTMENT: Building Department
REPORTS TO: City Administrator

OVERVIEW OF THE POSITION

Position is responsible for the application and enforcement of the State prescribed Building, Plumbing, Mechanical, Sign and Energy Codes, as well as the Shoreline Master Program, State Environmental Policy Act and the Omak Municipal Code as it pertains to zoning and building, including statutory requirements for permit issuance and inspections, and performing related work as required under the direction of the City Administrator.

WORK SCHEDULE

This position is covered by the Fair Labor Standard Act and the Washington Minimum Wage Act overtime provisions. The normal work schedule consists of 40 hours per week, 8 hours per day, 5 days per week, Monday through Friday. The exact schedule is flexible, depending upon work requirements. A flexible schedule may include splitting the work day, extending a work day schedule beyond 8 hours, or reducing a work day below 8 hours. The daily work schedule may be modified by the Employer in order to limit the work week to 40 hours of work. Overtime will be paid for all hours worked in excess of 40 hours per week during a 7-day work period. Paid time off such as vacation, sick leave, and compensatory time shall not be considered time worked. Prior approval of the City Administrator must be received before any overtime is worked. Time off may be approved if allowed by applicable policies covering illness, injury or other personal emergency.

RESPONSIBILITIES/DUTIES

- Processes requests for building and other permits
- Reviews building plans for conformance to applicable codes and statutes.
- Conducts field inspections of construction/remodeling projects to ensure compliance with applicable codes and statutes.
- Responds to inquiries from the public and contractors relative to code and statutory construction requirements.
- Processes various land use applications such as annexations, conditional use permits, variances and zoning text amendments and other similar land use actions.
- Enforces the Cities Shoreline Master Program and processes shoreline permit applications in compliance with statutory requirements.
- Coordinates with various State, Federal and Tribal agencies pertaining to permitting issues of various municipal projects.
- Ensures compliance with the City anti-nuisance code and statutes.
- Keeps abreast of code, statutory and technical changes relative to building projects and recommends City ordinance changes as appropriate.
- Prepares reports for the City Council and other users, as directed, and maintains detailed records of inspection, plan review, and relative activities. Coordinates activities with other City departments as required. Acts as planning coordinator for the City. Attends Council meetings, Planning Commission meetings, Hearing Examiner meetings, and various other meetings as required.
- State Environmental Policy Act (SEPA) responsible official and responsible for threshold determination and co-ordination of departments relating to SEPA process.
- Staff liaison between City Administration and Omak Planning Commission.

DESIRED ABILITIES

- Strong interpersonal relations and written and oral communication skills.
- Ability to work well with the public and local contractors; ability to read and understand complicated plans and blueprints and serve as a resource person.
- Thorough knowledge of: State and local building codes and their application; principles of land use and zoning; state environmental regulations; current and past construction methods and materials.
- Computer literacy and skill in report writing and construction mathematics, including operation of a level and other measuring devices.
- Ability to use sound judgment in applying code and statutory requirements, acting with minimum supervision and displaying initiative in successfully solving problems encountered.

QUALIFICATIONS:

- ICC certification as a Building Inspector and/or Plans Reviewer; or ICC certified Building Official.
- Washington State Driver's License.

PROBATIONARY PERIOD

In order to experience the full range of responsibilities and duties, employees will serve a review and evaluation period of not less than 6 months and no more than 12 months. The direct supervisor will establish the exact duration of the probation period.

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.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision to perform inspections; peripheral vision and depth perception for moving over varied terrains, and the ability to adjust focus for climbing into dark crawl spaces and attics.

SPECIALIZED DEMANDS

- **DRIVING:** Occasionally (up to 1/3 of the time). A current, valid, and properly classed driver's license is required. Driving record must, for a period of three years immediately preceding employment or any date during employment thereafter, be free of any violation for: 1) reckless driving, 2) hit and run, 3) driving under the influence of alcohol or drugs, or 4) more than three moving violations of any other type. Operate motor vehicle, as in a car, van, or truck in the course of one's employment.
- **VIDEO DISPLAY TERMINALS:** Frequently (1/3 to 2/3 of the time). Read, enter, change, or obtain information from a monochrome or color video display terminal (computer).
- **KEYBOARDS:** Frequently (1/3 to 2/3 of the time). Enter and/or manipulate data on computer keyboards.

ENVIRONMENTAL CONDITIONS

- **LOCATION:** Both inside and outside. Work time is predominantly spent inside (where there is protection from weather, but not necessarily from temperature changes) but it is occasionally necessary to move outside (where there is no effective protection from weather) for inspection of progress of work. May be outside for an entire shift during summer or winter times.
- **STAIRS/STEPS:** Frequently ascend or descend stairs, steps, or similar uneven surfaces to access any required work area or other area related to functioning in the workplace.
- **EXTREME COLD:** Periodic - does not occur on every shift. Endure temperature(s) sufficiently low to cause marked bodily discomfort unless exceptional protection is used.
- **EXTREME HEAT:** Periodic - Endure temperature(s) sufficiently high to cause marked bodily discomfort unless exceptional protection is used.

- **WET CONDITIONS:** Periodic - Endure contact with water or other liquids.
- **NOISE/VIBRATION:** Frequently - Endure sufficient noise, either constant or intermittent, to cause marked distraction or possible injury to the sense of hearing, and/or sufficient vibration to cause bodily harm if endured day after day unless exceptional protection is used.
- **UNIQUE HAZARDS:** Frequently - Endure situations in which there is exposure to the definite risk of bodily injury, including atmospheric conditions, proximity to moving mechanical parts; exposure to electrical shock; work in high, exposed places; exposure to radiation; working around explosives operations; or other unique environmental conditions.

TEMPERAMENT REQUIREMENTS

- **INFLUENCING:** Write, demonstrate, or speak to persuade and motivate people to comply with the city's adopted codes and construction standards.
- **VARIATION:** Make frequent changes of tasks involving different aptitudes, technologies, techniques, procedures, working conditions, physical demands, or degrees of attentiveness without loss of efficiency or composure.
- **ELEVATED STRESS:** Cope with circumstances exasperating to self or others: meet deadlines; and work around or within non-or inferior performance by others.
- **INTERPERSONAL:** Be a team player in dealing with other City staff, and an ambassador when dealing with members of the public. Demonstrate ability to supervise construction projects and make contractors/owners live up to the conditions of their building permits and land use permits.
- **DECISIVE:** Solve problems, make evaluations, or reach conclusions based on subjective or objective criteria, such as the five senses, knowledge, past experiences, or quantifiable or factual data.

CONDITION OF EMPLOYMENT

Beyond the established and prescribed Review and Evaluation period, all positions with the City of Omak are terminable at the will by the City, within the guidelines of the Municipal Code and as provided by law.

ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL-INCLUSIVE AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. MANAGEMENT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, OR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE:

DATE:

Job Description Approved By:

City Administrator

Date

Mayor

Date