

BUILDING OFFICIAL**GENERAL FUNCTION:**

Under the general direction of the Director, performs work necessary to manage the Building Division of Community Development and the daily operations of the City's building plan review, inspection and permitting functions. Represents the City at all levels of building development policy and activity.

DISTINGUISHING CHARACTERISTICS:

This is a managerial / professional classification with program management responsibilities. The position is responsible for Building Division administration and production. Duties include preparing a recommendation to the Director on the division's work program and budget; providing supervisory direction to others in executing the division's work programs; and directing the Community Development Department when both the Director and Assistant Director are absent.

REPRESENTATIVE ESSENTIAL DUTIES and RESPONSIBILITIES (Note – this list is intended only to illustrate the various types of work that may be performed. The omission of specific statements does not exclude them from the position.)

Program Management: Assumes management responsibility for all division services including establishment of division goals, objectives, policies and priorities related to enforcement of the model codes relating to residential, commercial and industrial buildings and structures and administers policies and procedures. Establishes within departmental policy and resources appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.

Plans, directs, and coordinates through subordinates, the division's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with staff to identify and resolve problems. Oversees the selection, training and evaluation of staff; works with staff to correct deficiencies; implements corrective action, and works with the Director for discipline and termination procedures.

Review residential and commercial building plans and specifications for compliance with established state, local, and international building codes and ordinances, approve plans as appropriate and issue permits and building Certificates of Occupancy. Perform on-site inspections of residential and commercial buildings; verify field conditions for accuracy with submitted plans.

Develops agendas, organizes meetings, prepares staff reports and other correspondence and makes presentations to the City Council and various technical committees and commissions. Presents proposed programs and projects to community groups; represents the City on committees, boards, and regulatory agencies regarding building issues. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the building field. Prepares materials and presents information for the adoption of new regulatory codes to legislative bodies.

General: Participates in the general management and administrative operations of the department and the City. Responds to and resolves difficult and sensitive inquiries and requests from members of the public, city employees and officials of the city or outside organizations. Produces written and verbal reports on administrative or managerial subjects, as assigned. Performs other assigned work which is consistent with the responsibilities of the classification and necessary to the overall building division and/or departmental operations.

Other Duties

- ó **Regular attendance is an essential requirement**
- ó **Performs related work as assigned and/or required**

BUILDING OFFICIAL**KNOWLEDGE, SKILLS, AND ABILITIES:****Knowledge of:**

- Principles and practices of program development and administration.
- Methods and techniques of public relations.
- Principles of supervision, training, and performance evaluations.
- Computer technology and software applications related to community development, e.g. permit tracking systems.
- State, local, international and uniform building codes and their administration.
- State-mandated procedures and timeframes for project permitting.
- Principles, practices, methods and techniques of reviewing building plans and specifications.
- Modern methods and procedures of building construction
- Principles of structural engineering
- Methods and techniques of conducting on-site building inspections

Skills & Ability to:

- Evaluate, plan and direct building operations and staff.
- Utilize verbal, written and graphic skills to communicate information and advice effectively to a wide variety of people and officials.
- Guide events toward accomplishment of goals.
- Interpret plans and administer ordinances and regulations firmly, tactfully and impartially while maintaining a positive relationship with the public.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Utilize computer technology to enhance personal and department production and efficiency.
- Manage complex assignments independently and make decisions or recommend course of action based on knowledge and established procedures.
- Select, supervise, train, and evaluate staff.
- Analyze and assess programs, policies and operational needs and make appropriate adjustments.
- Analyze, interpret and accurately check complex building plans, calculations and specifications
- Interpret, apply and enforce applicable building codes, ordinances, and regulations
- Maintain complete and accurate records of plan, calculation and specification checks
- Perform on-site building inspections

PHYSICAL REQUIREMENTS

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is frequently required to talk or hear; sit; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is required to stand or walk. The employee must occasionally lift and/or move up to 10 pounds. Some outdoor work is required in the inspection of various developments and construction sites. The employee may be required to negotiate the following at a job site: Climbing stairs, ladders and/or scaffolding, climbing into attics or crawl spaces, walking through overgrown vegetation and/or wooded areas in a variety of weather conditions. The employee is required to operate a motor vehicle and must have adequate vision in order to obtain/maintain a valid Washington State Driver's License. Specific vision abilities required by this job include close vision and distance vision, peripheral vision, depth perception, and the ability to adjust focus.

QUALIFYING EDUCATION AND EXPERIENCE:

Associate degree in construction management, architecture, engineering or a related field is required. Seven (7) years increasingly responsible work experience in building code enforcement as an inspector, plans examiner, or comparable private sector position is required. Certification as a Building Inspector

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and/or Plans examiner through the International Conference of Building Officials is required. Two years of work experience in a supervisory or managerial capacity and certification as a Building Official by the Washington Association of Building Officials is desired.

REQUIRED LICENSES AND CERTIFICATIONS:

A Valid Washington State Driver's License is required and must be obtained prior to date of appointment or another date set by the City.

Maintain ICC Building Inspector and/or Plans Examiner certifications.

WORKING CONDITIONS:

Work is performed mostly in an office setting, with some outdoor work required in the inspection of various developments and construction sites. The employee occasionally works in outside weather conditions, and as such may be exposed to wet and/or humid conditions, or airborne particles. The employee is required to be able to operate a motor vehicle to drive to meetings and site visits. The noise level in the work environment is usually quiet in the office, and moderate in the field.

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The position qualifies for exemption from the Fair Labor Standards Act minimum wage and overtime provisions under the Act's Professional Employees exemptions.

Representation: This position is excluded from bargaining unit representation.

Civil Service: The classification is excluded from the City's Civil Service System.

Appointment and Removal Authority: The position is filled by appointment by the Department Head. Removal is by action of the Department Head in conformance with Human Resources Policies.

This classification specification does not constitute an employment agreement between the City and employee. It is subject to change by the City, with the approval of Human Resources, as the needs of the City and requirements change.