



Toggle navigation

- [Job Search](#)
- [My Account](#)
- [Contact Us](#)
- [About Us](#)
- [Help](#)

- [Login](#)
 - [Log out](#)

GovJobsToday.com is the gateway to public service jobs in the Pacific Northwest.

Building Official - City of Issaquah (Job # 17-0058)

Minimum Salary: **\$8,524.00 per month**

Maximum Salary: **\$10,878.00 per month**

Employment Type: Full Time

Department: Development Services

Open until filled.

(Open to current employees and the general public.)



Summary

The City of Issaquah is seeking a creative problem solver with great interpersonal and managerial skills to serve as our Building Official. Issaquah is a small but growing city that includes all building types, from single family homes to multiple-story office buildings. The Building Division is progressive, utilizing electronic plan review, working with consultants for expedited plan review, and actively participating in the [eCityGov Alliance](#). The Building Official, under the direction of the Development Services Director, plans, organizes, directs, and controls all activities of the Building Division and has overall responsibility for administration and enforcement of the Building Codes.

The incumbent oversees a dedicated staff, including staff involved in City licensing operations, plan review, permit tracking and issuance, on site building inspections, and code enforcement. Technical duties include researching and interpreting codes, resolving difficult and sensitive code and requirement issues, and deciding in conjunction with other permit authorities whether or not a building is ready for occupancy. In addition to technical code interpretation skills, our ideal candidate would bring strong leadership and project management skills to the Building Division.

The City offers a comprehensive benefits package to employees and their dependents. This includes choices of medical and dental coverage, a Health Reimbursement Arrangement (HRA), voluntary participation in a Flexible Spending Account, Washington State retirement, 457 deferred

compensation match, participation in Social Security, life insurance, provision of compensatory time, and other health and wellness incentives.

Come join our team! Our mission - We enhance lives through public service.

Essential Functions

- Directs and manages assigned operations to achieve goals within approved budgeted funds and available personnel; plans and organizes workloads and staff assignments; reviews progress, directs changes in priorities and schedules as necessary.
- Establishes direction and implements policies, procedures and standards for the efficient and effective operation of the Building Department.
- Supervises the manner and method of permit issuance, as well as the inspection process and code enforcement to ensure compliance with established standards for public safety, minimal building codes, City ordinances and general workmanship.
- Explains, interprets, and provides general guidance of all applicable City and state building codes, abandoned coal mine hazard and flood hazard areas to architects, engineers, contractors, developers and other interested parties.
- Reviews current trends and developments in the field of construction and applicable codes, ordinances and state law. Prepares revisions to codes, ordinances, and local regulations. Reviews ordinances issued by other departments that may impact the Building Department.
- Enforces the City's ordinances with regard to building codes, land use matters, mine and flood hazards.
- Works with City Attorney in the creation of ordinances, processing of citations and related legal matters. Provides court testimony, expert witness and City representation on cases brought to trial.
- Conducts employee interviews and employee selection for Building Department.
- Directs the resolution of problems affecting the quality and availability of customer services.
- Responds to the most sensitive and complex public inquiries and service complaints, assuring that resolution is achieved and documented to minimize future problems.
- Performs liaison functions with other City departments or public agencies as required.
- Directs the work and conducts performance evaluations of assigned staff. Recommends promotion and disciplinary action reassignment or termination of departmental staff. Resolves grievances and other sensitive personnel matters. Provides for the mentoring, training and motivation of staff in order to make full use of individual capabilities and meet changing City service needs.
- Prepares the annual and mid-year budget for Building Department based on staffing and resource requirements, cost estimates, department objectives, and departmental goals. Justifies budget requests and amendments. Monitors documents and is responsible for department expenditures and working within the appropriated budget. Establishes requests for capital improvement projects and expenses.
- Works together with other departments in the development and implementation of City goals, objectives, and short and long range plans.
- Serves on advisory committees to provide technical advice in areas of expertise. Also provides departmental representation at executive staff meetings.
- Acts as ex-officio member of the Building Board of Appeals, and performs the duties of secretary to the Board, maintaining written transcripts of all meetings, facilitating meetings, providing information as required, etc.
- Directs the development and maintenance of systems and records that provide for the proper evaluation, control and documentation of assigned operations.
- Prepares correspondence and notices to building owners requiring conformance to codes and ordinances; as applicable, initiates or recommends the initiation of abatement or condemnation procedures for "dangerous" buildings.

Other Job Duties:

- Contributes to effective City operation by performing other related duties as assigned. Examples include: provides advice to Mayor City Council, and implements Mayor's directives; makes presentations to City Council and citizen groups; communicates City programs and policies to department staff.
- Provides professional guidance in the field of building construction and lends to the organization of the City's emergency response team during disaster situations. Evaluates stability of buildings and recommends evacuation. Evaluates buildings for general public refuge.

Qualifications

Education and Training:

Bachelor's degree in architecture, engineering, building construction or related field, and five years of progressively responsible experience in building code enforcement including two years of administrative/supervisory experience; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

Licensing and Certification:

Certification as a Plans Examiner and Building Inspector by the International Conference of Building Officials. Certification as a Building Official by the Council of American Building Officials or the ability to obtain certification within one year.

Valid Washington State Driver's License with driving record free from serious or frequent violations.

Knowledge, Skills, and Abilities

- Extensive knowledge of the 2015 International Building Code, 2015 Uniform Plumbing Code, 2015 International Fuel and Gas Code, 2015 WA State Energy Code, 2009 ICC-A117.1, 2015 Washington State Code Amendments, WA State Ventilation and Indoor Air Quality Code, WA State Regulations for Barrier Free Facilities, legal aspects of code administration and other codes applicable to assignment.
- Thorough knowledge of building construction, building cost estimating, construction contracts, materials, methods, engineering practices, construction phases, and their relationship to an effective enforcement program.
- Knowledge of effective managerial principles, practices and methods, including budgeting and cost control methods.
- Ability to establish and maintain effective working relationships with builders, developers, elected officials, staff, and the general public.
- Ability to plan, organize and direct a coordinated approach to complex processes and to evaluate operations and develop and implement corrective action to resolve problems.
- Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.
- Ability to plan, direct and organize assigned work programs including monitoring work schedules, legal requirements and progress reviews.
- Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex and sensitive issues or regulations.

Attachments

[Building Official Recruitment Flyer.pdf](#)

Location

CITY HALL NW
1775 12th Ave NW
Issaquah, WA 98027

The City of Issaquah is an equal opportunity employer. Qualified applicants receive consideration for employment without discrimination because of race, color, national origin, sex, age marital status, veteran status, sexual orientation , genetic information or the presence of disability.