



CITY OF BREMERTON
invites applications for the position of:

Building and Development Specialist III

SALARY: \$32.42 - \$38.33 Hourly

OPENING DATE: 10/06/17

CLOSING DATE: Continuous

GENERAL FUNCTION:

This recruitment is open until filled. The first application review will be October 25, 2017.

Respond to inquires from developers, contractors and the general public regarding building code compliance issues; review complex residential and commercial building plans and specifications for compliance with established building codes and ordinances; conduct on-site inspections of buildings for code compliance; assist staff in the application and interpretation of adopted codes; and perform a variety of plans examination tasks.

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.)

Review more complex 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.

Ensure plans and specifications are in compliance with the regulations for Barrier Free Facilities and Energy Code requirements.

Provide information to the public, contractors, developers, engineers and architects regarding building code issues; interpret construction codes and ordinances.

Perform on-site inspections of residential and commercial buildings; verify field conditions of submitted permits for accuracy with submitted plans.

Assist in receiving and processing permits; issue building permits; receive plans for review.

Provide assistance to other staff in the review of building plans and specifications.

Provide assistance to the Building Official in interpretations of the state, local and international codes.

Attend and participate in professional group meetings; stay current of new trends in the field of plans examination and building code compliance.

Participate in the review, modification, and adoption of new building codes and ordinances.

Maintains professional, pleasant, and cooperative attitude at all times while displaying patience and flexibility, which may be required under difficult and stressful conditions.

Other Duties

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

QUALIFYING EDUCATION AND EXPERIENCE (MINIMUM REQUIREMENTS):

Associate degree in construction management, architecture, engineering or a related field is required, or any combination of education and experience equivalent to a high school diploma or G.E.D., Building Inspector and Plans Examiner certification by the International Conference of Building Officials, and five (5) years experience in increasingly responsible Building or Fire Code permitting, plan review or inspection.

Valid Washington State Driver's License.

Special Requirements:

Must practice excellent customer service skills.
Maintain Building Inspector and Plans Examiner certifications.

Knowledge of:

- Principles, practices, methods and techniques of reviewing building plans and specifications.
- Requirements of the Washington State and International codes
- Modern methods and procedures of building construction
- Principles of structural engineering
- Methods and techniques of conducting on-site building inspections
- Modern office procedures, methods and equipment including computers.
- Procedures of record keeping and permit systems.

Skills & Ability to:

- 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
- Respond to requests and inquiries from the general public and professionals.
- Establish and maintain effective collaborative relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing professional letters.
- Work independently.
- Demonstrate a working knowledge of the Microsoft Office system.
- Perform advanced math calculations.

EXAMINATION PROCESS:

Appraisal of Experience and Education/Training: Application packets will be evaluated on the basis of information provided. Applicant's education, training, and experience will be assessed. The passing score is 70%. The top qualifying candidates will be invited to participate further in the examination process. Meeting or exceeding qualifications does not guarantee the applicant will be invited to participate in the oral examination process.

Oral Examination: A panel will evaluate the applicant's training, experience, and ability to perform the job.

Placement on the eligibility list is determined by weighted examination scores as follows:

- Appraisal of Experience and Education/Training - Passing Score 70% - Weight 25%
- Oral Examination - Passing Score 70% - Weight 75%

Qualified candidates receiving a final score of 70% or higher will be placed on the eligibility list.

Applicants selected for hire must successfully pass a background and criminal history check.

City application, Supplemental Questionnaire, and personal resume are required. Applications will be accepted until the position has been filled. Application packets can be submitted on-line at: <http://www.ci.bremerton.wa.us/169/Current-Jobs>, or application packets may be obtained from and must be returned to the Human Resources Department, 345 Sixth Street, Suite 600, Bremerton, WA 98337. Application packets may also be obtained via e-mail to: humanresources@ci.bremerton.wa.us or on the City's website: www.BremertonWa.gov

LEGAL and REGULATORY EMPLOYMENT CONDITIONS

Fair Labor Standards Act: The classification is non-exempt under the laws of Fair Labor Standards Act minimum wage and overtime provisions.

Representation: The classification is included in the bargaining unit pursuant to the Recognition Article of the current labor agreement between the City of Bremerton and the Teamsters Local 589.

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.

NOTE TO APPLICANTS WITH DISABILITIES: Applicants with disabilities who will need special accommodation for the hiring process must advise Human Resources no later than one (1) week prior to the scheduled appointment so that appropriate arrangements can be made. (360) 473-5347.

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.

The City of Bremerton is proud to be an Equal Opportunity Employer Committed to a Diverse Workforce

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.ci.bremerton.wa.us>

345 6th Street, Suite 100
Bremerton, WA 98337
360-473-5347

humanresources@ci.bremerton.wa.us

Position #2017-00007
BUILDING AND DEVELOPMENT SPECIALIST III
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Building and Development Specialist III Supplemental Questionnaire

- * 1. Please describe your experience performing construction inspections, plans review, code interpretation, code enforcement, and the types of occupancies with which you have experience.
- * 2. Please provide a sample plan review communication that you have written to a permit applicant or designer. You may redact any identifying information of other parties.
- * 3. Please provide a sample inspection correction notice that you have written. You may redact any identifying information of other parties.
- * 4. Please describe your experience and proficiency with permit tracking systems, Microsoft Word, Excel, Outlook, and other computer programs designed for business operations and efficiency.
- * 5. Please describe your experience with setting up and maintaining files and other records for active use and archival purposes.
- * 6. Please describe your customer service experience and ability to display extreme patience under difficult and stressful conditions.
- * 7. Please describe your experience with working with elected officials and other department/agency personnel to accomplish the jurisdiction's established goals and priorities.

- * 8. Scenario: A couple has been displaced from their home by a fire. They are seeking information about how to repair or rebuild their home and how to get a permit. Describe how you would respond to the couple during their visit and how you would review and approve the permit when the application is received.

- * 9. A couple are building their dream home and performing most of the construction themselves. The plumbing rough-in and framing didn't pass inspection and they're asking questions about how to correct the deficiencies. Please describe how you would respond.

- * Required Question