

CITY OF WOODLAND
BUILDING OFFICIAL/INSPECTOR

Department: Building
Date: September 28, 2011

Nature of Work:

Responsible for all duties related to the organization and function of the city building department. Reviews application, plans and specifications; performs field inspections for residential, commercial and industrial construction projects to ensure compliance with related codes and ordinances to maintain the safety, health and welfare of the public. Exempt (Professional) position. The position is covered by an employment contract governing the terms and conditions of employment with the City.

Supervision Received and Exercised:

Works under the general supervision of the Mayor.
Reports to the Public Works Director.

ESSENTIAL AND MARGINAL FUNCTION STATEMENT: Essential and other important responsibilities and duties may include, but not limited to, the following:

Essential Functions:

- Establish and maintain office procedures; development and implementation of goals, objectives, policies, procedures and work standards.
- Development and administration of the annual budget.
- Provide training for staff in department policies and their professional development.
- Possess exceptional written and verbal communication and customer service skills.
- Possess computer related skills in a windows environment.
- Participate in the preparation of specialized and comprehensive reports related to building permits and construction.
- Provide technical assistance and advice to other city staff, architects, contractors, engineers, property owners and the general public in making complex interpretations and decisions in the areas of responsibility.
- Maintain current knowledge of new construction methods, materials, techniques, codes and regulations affecting building construction and inspection.
- Prepare required documentation for legal action to obtain compliance of city codes and ordinances; providing input during the legal process, including testifying as an expert witness.
- Assist the permit clerk in permit issuance, fee collecting and remittance.

Essential Functions (continued):

- Perform comprehensive review of plans, specifications and calculations for compliance with adopted building, plumbing, mechanical, energy, barrier free facilities codes and city standards.
- Participate in land use review and decisions as part of the Development Review Committee.
- Responsible for administration of the Flood Damage Prevention ordinance.
- Visual and manual abilities associated with field inspections, including bending, climbing and reaching in adverse weather conditions.
- Conduct on-site field inspections to verify that construction materials and methods are in conformance with approved plans, and accepted building standards, codes and ordinances; observes conditions and issues notices for corrective action, including stop work notices in case of violation of city codes or ordinances.
- Maintain field inspection results and follow-up inspections throughout project duration.
- Maintain status of building department records and files.
- Coordinate project completion through final certificates and related documentation or, through expiration procedures.

Marginal Functions:

- Conduct investigative inspections to determine hazardous conditions of buildings.
- Respond to citizen complaints.
- Counter assistance.
- Other related duties as assigned.

Minimum Requirements

Education and Experience:

- A. High School graduate or G.E.D. equivalent, and
- B. Two (2) years post-secondary college in pre-engineering, construction technology, or related field or,
- C. Two (2) years of lead or supervisory experience in building and related inspections, plan checking and code enforcement.
- D. Equivalent combination of technical level experience in building code inspection may be substituted for the education on a year to year basis.
- E. Certifications from I.C.C. in the following disciplines: Plans Examiner, Building, Plumbing (ICC or IAPMO) and Mechanical.

Necessary Knowledge, Skills and Abilities:

- Working knowledge of computers and data processing systems. Prefer experience in Windows applications.
- Ability to fluently speak, read and write the English language.
- A high level of time management skills, as the position dictates frequent interruptions.

Necessary Knowledge, Skills and Abilities (continued):

- Sound judgment in making decisions independently in accordance with established policies, procedures and regulations.
- Thorough working knowledge of current uniform codes and national standards.
- Knowledge of principles and practices involved in code enforcement and building inspection; inspection techniques, construction materials and practices in the fire life safety, structural, mechanical and plumbing fields.
- Reading, interpreting and explaining complex drawings, specifications, codes, ordinances and other related documents.
- Knowledge of applicable laws, codes and ordinances affecting construction, zoning and building inspection.
- Skilled in establishing and maintaining effective working relationships with those contacted in the course of the related work.

** Listing is for purposes of example only and is not intended to be all-inclusive. Individual is expected to perform any additional duties requested.*