



**CITY OF ARLINGTON, WASHINGTON**  
invites applications for the position of:

## **Building Official**

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**SALARY:** \$6,929.08 - \$8,958.33 Monthly  
\$83,149.00 - \$107,500.00 Annually

**OPENING DATE:** 09/26/17

**CLOSING DATE:** 10/17/17 05:00 PM

### **SUMMARY:**

This individual surveys and inspects private and public projects in the process of construction, alteration or repair for conformance with applicable code requirements, application of safe construction practices and other regulations or ordinances relating to the safety, health and welfare of the public. Individuals assigned to this classification normally perform independent fieldwork of a regular, recurring, new and complex nature. Work requires latitude and judgment in application. Failure to perform in an efficient and effective manner could have serious impact, particularly affecting the City's relationship with its citizens and with adherence to safe construction practices. This individual will supervise assigned employees.

### **EXAMPLES OF DUTIES:**

- Plan, organize, and direct activities related to inspection and enforcement of building codes.
- Participate in the budget and annual goals and objectives for the City's building code enforcement functions.
- Administer and coordinate building and enforcement codes, regulations, and activities with other city departments, other local jurisdictions, and regional, state, and federal agencies.
- Coordinate with the City Attorney regarding violations and appeals.
- Review and analyze building plans for compliance with city, local, regional, state and federal requirements.
- Approve or deny permits, conduct inspections, issue work correction or stop notices, determine which legal and regulatory procedures apply to the project and provide professional building and code enforcement advice and assistance to project applicants, concerned members of the community, reviewing bodies and agencies.
- Review and recommend changes/additions to City building codes to the City Council as required.
- Review special permit and license applications pertaining to building permit, business licenses, demolition permits and approve those permit applications under the incumbents jurisdiction.
- Implement effective procedures for reviewing and processing building plans and construction to assure compliance with the City building codes, zoning ordinances, and other regulatory requirements.
- Inspect buildings in the process of construction, alteration, or repair to determine compliance with building, fire and zoning codes for the application of safe construction practices.
- Guide clients toward accomplishment of code goals.
- Enforce ordinances and regulations firmly, tactfully and impartially.
- Create reports and keep appropriate records of all inspection and enforcement activities pertaining to building code related projects.
- Hire, assign work, supervise, train, promote, transfer, lay off, discipline, and handle grievances of assigned staff.
- Predictable and regular attendance required.

- Independent judgment and discretion required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in the above.
- Knowledge of all types of building construction, material, and methods along with the ability to detect structural faults, and of the stages of construction when violations and defects may most easily be observed and corrected.
- Thorough knowledge of structural, plumbing and mechanical fields of applicable codes, regulations and building plans.
- Complete knowledge of the International Building Codes and applicable City, State and Federal regulations pertaining to residential and commercial construction.
- Ability to enforce building codes and regulations with tact, firmness, and impartiality in stressful situations.
- Ability to read and interpret building plans, specifications, engineering calculations, blueprints, and compare them with the construction in progress
- Ability to clearly and efficiently communicate and establish and maintain effective working relationships with contractors, architects, engineers, co-workers, supervisors, elected officials, other agency officials and the general public.
- Skill and professionalism to provide high quality customer service.
- Requires arithmetic ability utilizing decimals and percentages and the ability to reconcile numbers.
- Ability to manage multiple projects and tasks.
- Ability to establish and maintain positive relationships with co-workers, supervisors, elected officials, customers, and the public.
- Ability to effectively supervise employees.
- Visual and manual dexterity to operate computers and other standard office equipment.
- Physical ability sufficient to visit development sites, leased sites and other sites, to walk on all types of terrain and be outdoors in all types of weather conditions.
- Ability to occasionally lift up to 25 pounds; requires occasional bending and stretching and the ability to sit for long periods of time.

### **QUALIFICATIONS:**

- U.S. Citizen or legally eligible to work in the United States.
- Valid Washington State Driver's License and driving record acceptable to the City.
- High School Diploma or equivalent.
- Two (2) years of college level courses related to construction.
- Four (4) years of work experience in the construction field; municipal experience preferred.
- Or any combination of education and work experience that provides the applicant with the qualifications to perform the job.
- ICC certification as a Building Code Official.
- Successfully pass a WSP WATCH background check.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.arlingtonwa.gov>

238 N. Olympic Avenue  
Arlington, WA 98223  
360-403-3614

[hr@arlingtonwa.gov](mailto:hr@arlingtonwa.gov)

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Position #2017 CED 2  
BUILDING OFFICIAL  
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