

City of  
**EDMONDS**  
Washington

**BUILDING OFFICIAL**

<b>Department:</b>	Development Services – Building	<b>Pay Grade:</b>	<b>NR-15</b>
<b>Bargaining Unit:</b>	Non-Represented	<b>FLSA Status:</b>	Exempt
<b>Revised Date:</b>	November 2012	<b>Reports To:</b>	Development Services Director

**POSITION PURPOSE:** Under administrative direction, plans, organizes, controls and directs the administration and enforcement of the adopted building construction codes for the City. Manages the plan review, inspection and permitting functions necessary to meet the City and State mandated regulations. Provides technical advice and makes interpretations related to various codes, laws and regulations that impact building construction and use to staff, engineers, architects, contractors and the public. Reviews and keeps current with changes in technology and regulations. Prepares reports for administration, Council, commissions and boards; oversees the daily operations, budgets and supervision and evaluation of assigned personnel and develops short and long term departmental plans.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Manages, coordinates and reviews the work of assigned staff; assigns work activities and coordinates schedules, projects, and programs and provides constructive feedback.
- Reviews and evaluates work and makes effective suggestions and recommendations.
- Supervises, coaches, trains and motivates staff; coordinates and/or provides staff training.
- Manages the employment and hiring process and employee relations for assigned area.
- Manages the workflow and prioritization of assigned projects and takes appropriate corrective action when necessary.
- Provides advice and counsel to staff; develops or assists with developmental work plans for staff; and makes recommendations and/or implements corrective actions, discipline and termination procedures as appropriate/necessary or as directed.
- Oversees supervision of plans reviewers on various types of construction.
- Ensures that building plans and constructed building and structures are inspected and conform to code requirement and related regulations.
- Oversees supervision of field inspectors; resolves unusual or difficult situations encountered by inspectors and plan reviews. Issues appropriate notices such as: Stop Work Orders, Order to Correct Violation Notices, Notice of Civil Violation Orders and Correction Notices for code compliance and code enforcement.
- Researches and resolves problems, complaints and violations regarding buildings, construction and code compliance; determines appropriate action, enforces codes, prepares responses and maintains related records.
- Reviews and approves City business licenses.

## **JOB DESCRIPTION**

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- Manages, administers, maintains and oversees assigned budgets including making recommendations to the annual and/or biannual budget.
- Monitors expenditures and identifies needs.
- Reviews and approves reports, purchases, and payments according to established policies and practices and makes recommendations and forecasts for future funds needed for staffing, equipment, materials, and supplies.
- Administers City building codes including preparation of ordinances for adoption, required updates to reflect changes in State regulations, preparation of policy documents, determination and implementation and on-going application of building codes and policies.
- Participates in, responds to, and manages various City administrative functions including attending mayoral, departmental, and City Council meetings and prepares documents and other required materials as needed including for the appeals process.
- Manages systems maintenance, record keeping methods and computerized permitting programs.
- Provides the final determination and interpretation of code provisions for staff and the public.
- Oversees and manages the development and improvements of operations including for the Development Review Committee (DRC) handouts, Webpage, and on-line functionality; works with other departments on projects and development services systems and processes in order to create seamless, efficient and effective systems.
- Coordinates and works with other groups on state and national code issues.
- Consults with architects, engineers, designers, and owners and directs customer service at the counter, in DRC meeting sessions, pre-application process and/or in the field.
- Serves as designated operational command official in the City's Emergency Operations Center (EOC) for the Building Division.
- Provides operational leadership to assure standards are met for productivity, efficiency, continuous quality improvement, customer satisfaction and teamwork.
- Performs work within scope of authority and training and in compliance with policies and quality standards.
- Monitors assigned operations and ensures compliance with Federal, State, and local regulations and policies including maintaining current knowledge of trends and development in the field of construction.
- Interprets policies and procedures and assures the consistent application of rules and regulations.
- Provides code analysis and/or code clarification as needed.
- Serves as staff on a variety of boards, commissions, and committees and attend Board of Appeals meetings, prepares and presents staff reports and other necessary correspondence.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment and incorporates new developments as appropriate and assigned.

#### **Required Knowledge of:**

- Operations, services and activities required for a successful building code enforcement program.
- Current federal regulations and state RCW's, building construction, building codes and the state Building code process.
- Budget preparation and control.
- City Disaster Plan and Response procedures
- Plan review and research methodology of code provisions applicable to unusual situations.
- Permit application process and administration.
- Field Inspection methods and techniques.
- Understanding of various building structural systems and concepts of engineering design, construction methods, standards, alternate designs and field inspection procedures.
- Land use regulations and zoning codes as they relate to statutes.

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- Arithmetical computations adequate to correctly perform work.
- Principles of customer service and public relations.
- Research methods and report writing presentation and presentation and record-keeping techniques.
- Structure, organization and inter-relationships of city departments, agencies and related governmental agencies and offices affecting assigned functions.
- Federal, State, and local laws, rules, regulations, codes and administrative procedures related to assigned activities and programs relevant to assigned functions.
- Advanced project/program development, scheduling, monitoring and control systems and program/project management techniques and principles.
- Modern office procedures, methods and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles and practices of governmental budget preparation and administration.
- Supervisory and training principles, best management practices, methods and techniques.

#### **Required Skill in:**

- Administering and managing a comprehensive and responsive city building code enforcement program.
- Working closely with Fire Prevention to apply various codes such as building and fire codes.
- Conducting effective and accurate field inspections.
- Evaluating the impact of new or proposed legislation, rules, and regulations on building code operations and recommending needed changes.
- Resolving complaints.
- Managing databases and producing detailed reports.
- Interpreting and applying federal, state and local policies, laws and regulations related to area of responsibility.
- Operating and utilizing various survey equipment and tools; driving a vehicle as needed to various sites.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Applying advanced program/project management techniques and principles.
- Developing and monitoring departmental and program/project operating budgets, costs and schedules.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Effective oral and written communication principles and practices to include public relations and public speaking.
- Planning and organizing work; meeting schedules and timelines.
- Supervising, leading, coaching and using best management practices to improve staff performance; delegating tasks and workload assignments.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

Bachelor's Degree in Architecture, Engineering, Construction Management or related field and six years of experience in building codes administration, plan reviews and inspection that includes three years of staff supervisory and budgetary responsibility; preferably in a municipal environment; OR an equivalent combination of education, training and experience.

##### **Required Licenses or Certifications:**

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Valid State of Washington Driver's License.

ICC or CABO Certification as Building Official.

ICC Certification as Plans Examiner.

ICC Certification as a Building Inspector.

Must be able to successfully complete and pass background check.

### **WORKING CONDITIONS:**

#### **Environment:**

- Indoor and outdoor work environment
- Driving a vehicle to conduct work.

#### **Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and survey tools.
- Reading and understanding a variety of materials and conducting inspections.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending ladders and working on scaffolding.
- Walking or otherwise moving over rough or uneven surfaces.
- Kneeling, bending, crouching and crawling, reaching overhead and above shoulders or otherwise positioning oneself to accomplish tasks.
- Ability to wear appropriate personal protective equipment based on required City Policy.

#### **Hazards:**

- Adverse weather conditions.
- Noise from equipment operation.
- Regular exposure to fumes, dust and odors.
- Working around and with machinery having moving parts.
- Contact with angry and/or dissatisfied customers.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_