

**City of West Richland
Job Description**

Job Title: Building Official
Department: Community Development
Reports To: Community Development Director
FLSA Status: Exempt
Prepared By: Aaron Lambert
Prepared Date: March 7, 2019
Approved By: Mayor Brent Gerry
Approved Date: March 7, 2019

Summary

Under general supervision, plans, organizes and directs the city's building inspection and building code implementation and enforcement functions. This is a skilled, technical position requiring extensive knowledge of the current state adopted building codes and amendments, construction trades, and City ordinances pertaining to structures, nuisances, and fire safety requirements. Must be able to work with a minimum of supervision, enforce in a decisive, equitable and conscientious manner the City's building codes and ordinances.

Function

This position serves as the City Building Official and Fire Code Official, and is responsible for the enforcement of the Building Code, Uniform Plumbing Code, Mechanical Code, Washington State Energy Code,, International Fire Code, and other related construction codes and ordinances as adopted.

Work involves the examination of plans and specifications; permit issuance; assessment of fees and penalties in accordance with the City of West Richland municipal code. This position is responsible for conducting and overseeing field inspections of structures in all stages of construction, alteration, and repair for compliance with pertinent building and safety codes and ordinances.

Essential Duties and Responsibilities include the following. Other duties may be assigned

This position is responsible for ensuring the application of codes and processing of permit applications is done in a professional, courteous, and efficient manner.

This position serves in the capacity as the primary commercial and residential plan reviewer for the city. To ensure specifications for compliance with building, mechanical, plumbing and related code requirements and other regulations are met.

Conducts on-site inspections during construction; verifies location on lot, dimensional and structural conformity to approved plans, proper installation of plumbing and mechanical equipment, and usage of approved building materials of the proper size and quality for that application.

Responsible for ensuring that codes/ordinances are applied and fulfilled in a timely, fair and consistent manner.

Reviews plans for construction or alteration to insure that building types and dimensions are in compliance with building codes; checks designed or planned construction features to assure foundation and support, the use of acceptable materials, and compliance with prevailing building, fire, plumbing, mechanical, and energy codes, and other applicable standards or requirements.

Verifies that work is performed by persons in conformance with Washington State Contractor registration laws.

Notifies builders and installers of code violations and stipulates corrections required. Writes and posts stop work orders when code violations necessitate complex work stoppage. Notifies builders of corrections required.

Informs the public of necessary procedures for the application of permits. Discusses with the public the feasibility of proposed projects in relationship to city codes and laws.

Responsible for applying codes and ordinances in the most complex situations. Resolve customer problems and complaints.

Represent the department as required at Pre Application Review Committee meetings, appeal hearings and official functions.

Responds to appeals and resolve plan review process disputes.

Review all construction- related complaints and citations.

Assist applicants in meeting code compliance standards for building permits.

Determine the applicability of civil and/or criminal citations.

Assist the public at the counter by responding to technical questions, explaining policies and procedures, and interpreting city codes and ordinances.

Authorizes issuance of Certificates of Occupancy (C of O) for commercial projects; authorizes issuance of commercial building permits.

Reviews, processes, and issues permits.

Serves on the city's Technical Review Committee to help coordinate projects inter- departmentally within the City.

Acts as a designee in respect to Fire Code requirements when required.

Inspects abandoned buildings to see if owners should be required to demolish or bring them up to building standards. Police the city to verify that projects requiring permits are in compliance.

Maintains an accurate record of all permit and inspection activity and prepares reports for a permanent record of permit activity.

Attends meetings when requested by the Director.

Ensures residential and commercial buildings and other structures within the city are inspected and conform to the various construction and development code requirements.

Interprets building and land use codes; render advice, judgments and decisions to staff, developers, builders and the general public.

Conducts on-site field inspections as the situation requires; resolve unusual or difficult situations regarding inspections and approvals encountered by inspectors and other employees.

Conducts structural and non-structural plan checks on all proposed residential, commercial and public building and development projects to ensure compliance with uniform code requirements, State laws and municipal ordinances; approve or disapprove plans, alterations and changes.

Develops building and construction operating policies and procedures for approval as needed.

Maintain local modifications to State-mandated building codes.

Serves as a city resource person to the Home Builder's Association when required.

Attends seminars and workshops to continually update knowledge of the field when required.

Other Knowledge, Skills and Abilities

Knowledge of:

- Building design and construction technology.
- Federal, state, and local regulations pertaining to building construction.
- Municipal and all other codes and ordinances pertaining to construction and zoning.
- Disaster recovery methods related to building damage mitigation
- Current management and supervisory methods, practices, and skills

Skills in:

- Applying and implementing current and comprehensive management skills, methods, and practices
- Operating a computer terminal and calculator.

Ability to:

- Make independent judgments.
- Deliver customer-focused service within a regulatory environment.
- Establish and foster working relationships with other departments, agencies and interest groups
- Develop, implement, and manage expenditure and revenue budget.
- Develop and implement permit fee structure within the city's cost recovery policies.
- Interpret legislative intent relating to building codes and state/local standards.
- Absorb and analyze complex technical information rapidly, draw logical conclusions and make decisions of major scope with full awareness of technical, legal and

financial consequences.

- Apply management and supervisory knowledge, skills and methods to improve operations and services.
- Communicate technical data and sensitive Department information in a clear, persuasive manner.
- Establish and meet rigid time lines.
- Plan, organize, delegate responsibility, supervise, and review the work of staff.
- Read and understand blueprints.
- Communicate effectively both verbally and in writing.

Contacts

The Building Official has significant contact with a variety of builders, land developers, engineers, architects contractors, and other departmental/agency staff. In the role of enforcement, the contacts are occasionally adversarial in nature and the Building Official may be required to resolve both technical and inter-personal problems. Skill in gaining compliance with codes and regulations while maintaining a cooperative working relationship is required.

Position involves frequent contact with the general public as well as various public and private officials. The enforcement of these laws is repressive and often time frustrating for both the official and the public. Therefore, it requires understanding and the ability to communicate on a technical as well as rudimentary level.

Responsible for establishing and maintaining working relationships with other departments, agencies and interest groups.

Accountability

The Building Official is accountable for ensuring codes and ordinances are applied in a professional, fair, efficient and timely manner; inspections are completed in a timely manner; and general health and safety standards are maintained through a comprehensive program of protective inspections.

Establishes internal reporting relationships; administrative and support systems; identifies opportunities for improvements; directs and implements changes.

Working Conditions

The Building Official works both in the office and performs field work performing inspections and as otherwise necessary. Sufficient mobility to maneuver on and around work sites throughout the city is required, and attendance at various meetings is required. Attendance at occasional night meetings may be required.

Involves travel within the city using a department vehicle. Familiarity with office procedures and performance of code enforcement related to administrative duties is required.

Supervisory Responsibilities

Reports to the Director. The Building Official has some supervisory responsibilities in working with the Building Inspector in coordinating plan reviews, building inspections

and code enforcement. This position may supervise interns, routine or special projects, or code revisions to improve building development, fire inspection programs and code enforcement.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Five years' work experience in building code enforcement as a building inspector, plans examiner, or comparable private sector position is required. Certification as a Building Inspector and/or Plans examiner through the ICC is required. Two years of work experience in a supervisory or managerial capacity is desired. Certification as a Building Official by the CABO is desired.

A minimum of a two-year associate degree in Building Construction Technology or closely related field is preferred. Experience in a municipal or county Building Services Program is preferred.

Working and current knowledge of International Building, Plumbing, Mechanical, Fire, and Energy Codes, principals of construction and building material standards. Ability to read and interpret residential and commercial building plans and specifications, identify code deficiencies resulting from faulty design or construction, and ability to interpret and explain code and remedial work are required.

Must have the ability to work independently. Must have a working knowledge of building trades, with practical experience in the field. Ability to become familiar with City ordinances is required.

Must have the ability to establish and maintain effective working relationships with other employees, other government agencies, and the general public.

A combination of formal education and work experience which provides the required skills, abilities, and in-depth knowledge in construction field.

REQUIRED CERTIFICATION AND LICENSES:

- Must possess a valid Washington State Driver's License and a driving record free from serious or frequent traffic violations.
- Must be certified as a building inspector or able to successfully complete International Code Council (ICC) certification exam within six (6) months.
- Additional certifications for the mechanical code, plumbing code, and plan review are desirable.
- Re-certification by exam or continuing education is required every three (3) years.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

Core

Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.

Be Accountable for Performance: Actively shows responsibility, reliability and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.

Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.

Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

Supervisory

Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.

Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.

Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.

Manage Employee Performance: Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group

problem solving situations; Uses reason even when dealing with emotional topics.

Customer Service - Responds promptly to customer needs.

Oral Communication - Speaks clearly and persuasively in positive or negative situations.

Written Communication - Writes clearly and informatively.

Quality Management - Demonstrates accuracy and thoroughness.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Safety and Security - Observes safety and security procedures.

Adaptability - Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Language Skills

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should have knowledge of a building permit software; Microsoft Excel and Word.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primary work is done in the field, including climbing ladders, crawling under buildings and performing motions/adapting to situations between those extremes. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, and crawl. The position entails inside desk work, data entry, and tending to paper work. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; risk of electrical shock and vibration. The noise level in the work environment is usually moderate.