THE CITY OF MEDINA IS NOW RECRUITING FOR A
BUILDING OFFICIAL

GREAT TEAM! INTERESTING PROJECTS! BEAUTIFUL LOCATION!

GREAT COMPENSATION & BENEFITS PACKAGE!

Salary Range (2020)  $7,528 – $9,412 per month

Benefits Include:

❖ City paid medical at 90% of premium for employee and all dependents. Fully paid dental, vision, disability & employee assistance program.
❖ Generous opt-out allowance as alternative.
❖ $300,000 of City paid life insurance.
❖ Participation in DRS PERS2 retirement.
❖ Up to $500 per month match on 457b deferred comp.

Contact Steve Wilcox, Development Services Director: swilcox@medina-wa.gov
This is a professional exempt level classification responsible for the functions as the building official for the City of Medina and additional building official duties per inter-local agreements. This position is expected to exercise initiative in ensuring that building codes used by the city meet current legal and professional guidelines. Assists with Development Services Department budget management. All work is to be performed in a professional, courteous and efficient manner.

Under the supervision of the Development Services Director, this position enforces the Washington State Building Code as adopted by the City of Medina ("Building Code"). The building official has the authority to render interpretations of the Building Code and to adopt policies and procedures in order to clarify the application of its provisions. This is a skilled, technical position requiring extensive knowledge of building codes, code adoption, industry standards, methods and materials. The building official is responsible for the review and approval of building permit applications. The building official performs, supervises, coordinates and conducts construction related and code enforcement related field inspections and investigations to assure compliance with all applicable regulations. The building official is directly responsible for performing and managing all aspects of building permitting pre-application, plan review, and field inspections. The building official will supervise assigned subordinate personnel including consultants, and accomplish other duties as assigned.

REPRESENTATIVE ESSENTIAL DUTIES AND RESPONSIBILITIES
1. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff and contracted professionals; reviews progress and directs changes as needed.
2. Performs building plan review and manages professional consultant plan review under time and budget constraints.
3. Manages, coordinates and performs field inspections of residential and commercial buildings, sites, public right of way, and other work related to construction.
4. Assists in managing the permit pre-application process, manages and performs the plan review process, and serves as the primary plans examiner for the city ensuring compliance with the building code, Construction Activity Permit, and other Medina Municipal Code requirements.
6. Works under the direction of the Public Works Director as inspector of public works projects as may be assigned.
7. Provides leadership and direction in the development of short and long-range plans relating to building inspection and plan examination; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates team activities with other departments and agencies as needed.
8. Interpret building codes, render advice, judgments and decisions to staff, design professionals, developers, builders and the general public.
9. Recommends changes to policies and procedures; provides technical building code advice to supervisors; makes presentations to city council, supervisors, boards, commissions, civic groups and the general public to develop and administer operating policies and procedures.
10. Communicates official programs, State and local codes, policies and procedures to staff and the general public.
11. Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
12. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
13. Ability to be called out any time of day or night to determine safety of structures following emergency and natural disasters. Coordinate and perform activities with Emergency Management, and direct assigned subordinate personnel, contracted professional personnel and others.
14. Serves as City’s liaison with the Bellevue Fire Marshall and other agencies involved in building construction and building permitting.
15. Participates at State level building code meetings and in code development as representative of Medina.
16. The Building Official is expected to perform a wide range of other office and field duties as may be required from time to time.