CITY OF MEDINA

CLASSIFICATION DESCRIPTION

POSITION: Building Official
DEPARTMENT: Development Services
REPORTS TO: Development Services Director
FLSA STATUS: Exempt

GENERAL FUNCTION

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.

DISTINGUISHING CHARACTERISTICS

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.

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.
5. Manages and performs Municipal Code enforcement by following standardized process. Responsible for enforcement of the Medina Construction Activity Permit.响应 promptly and takes initiative in complex and sensitive matters while maintaining accurate records.

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.

WORKING CONDITIONS

Work occurs both in an office and outdoors field environment subject to all possible conditions involved with each; frequent travel to construction site inspections or meetings using your personal vehicle.

While performing the duties of this job, the employee is required to stand; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee will also sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear. The employee must be able to lift and/or move up to 25 pounds on occasion. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

While working outdoors the employee is required to have the ability to walk over rough, steep, uneven or rocky surfaces, climb ladders, climb into crawl spaces and attic spaces, and carefully navigate in, around and over open
utility trenches and other obstacles and working in a variety of weather conditions with exposure to the elements. Inspecting sites requires visual clarity, awareness of your situation and associated dangers, and the ability to hear alarms or warnings and the operation of construction equipment and vehicles.

The noise level in the work environment is normally quiet in the office, and moderate or loud outside in the field.
KNOWLEDGE AND SKILLS (ENTRY REQUIREMENTS)

Knowledge of:
➢ International building, fire, plumbing, mechanical, energy, accessibility, and other state and local building codes, standards and generally accepted methods of practice;
➢ Modern and complex principles and practices of building and site development plan review;
➢ Methods and techniques of building inspection and record keeping;
➢ Basic building department administration;
➢ Effective mediation and problem solving techniques;
➢ Principles of supervision, training and performance evaluation;
➢ Ability to understand and manage the functions of non-city staff;
➢ Manual and computerized permit record keeping systems;
➢ Manual and electronic plan review methods;
➢ Pertinent federal, state and local laws, codes and regulations; and
➢ The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skill in:
➢ Applying knowledge of building codes and municipal codes;
➢ Interpret and explain building codes, policies and procedures;
➢ The effective operation of personal computer including word processing, spreadsheet and permitting software;
➢ Establishing effective working relationships with the design professionals, contractors, developers, and owners;
➢ Reading and understanding complex permit applications including permit submittal working drawings;
➢ Communicating effectively orally and in writing as appropriate;
➢ Resolving difficult and sometime confrontational situations;
➢ Supervising assigned subordinate personnel including contracted professionals and others;
➢ Developing and maintaining effective and positive working relationships with the general public, employees, and supervisors;
➢ Making effective presentations to appointed boards, commissions and elected officials;
➢ Discretion in working with residents and their professionals.
➢ Ability to use electronic permit software.
➢ Ability to learn electronic plan review.

MINIMUM QUALIFICATIONS

Experience:
Five years of progressively responsible experience in building code enforcement including four years performing building plan review and two years of administrative and supervisory experience; or any combination of education and experience which would provide equivalent skills, knowledge, and ability required to perform the requirements of the position effectively.

Training:
Bachelor’s degree from an accredited college or university with major course work in architecture, building construction management, engineering, or a related field with considerable experience in construction and inspections, or the equivalent combination of experience and education.

Licensing and Certification
• Current International Code Council certification as either a building inspector or plans examiner;
• Certification as a building Official from the Council of American Building Officials, International Code Council or the ability to obtain certification within one year of hire;
• Professional license in architecture or engineering is preferred.
**Special Requirements**
A valid Washington State Driver’s License with driving record free from serious or frequent violations.

**LEGAL and REGULATORY EMPLOYMENT CONDITIONS**

This classification description does not constitute an employment agreement between the City and employee. It is subject to change by the City as the needs of the City and requirements change.

**Fair Labor Standards Act (FLSA):** Employees in this classification are exempt under the FLSA.

**Appointment and Removal Authority:** The City Manager is the appointing authority of the City with power of appointment and removal of all employees.

**Approvals:**

Department Director _________________________________________________ Date __________

City Manager _________________________________________________ Date __________