CITY OF MEDINA
CLASSIFICATION DESCRIPTION
POSITION: Deputy Building Official
DEPARTMENT: Development Services
REPORTS TO: Building Official
FLSA STATUS: Non-Exempt

GENERAL FUNCTION

Under direction of the Building Official: implements the Washington State Building Code, schedules and performs building and related inspections, enforces the Medina Construction Mitigation Plan/Construction Activity Permit, and reviews building plans and zoning site plans.

ESSENTIAL FUNCTIONS

- Performs on-site residential, and occasional commercial inspections at various stages of construction to assure compliance with applicable regulations.
- Performs technical review of construction plans to determine and assure compliance with building, plumbing, mechanical, energy, accessibility, erosion control, and essential zoning regulations.
- Provides information and technical assistance related to building codes, standards of construction, and administrative procedures to the public and city staff.
- Draft and issue notices.
- Assist in the review of Medina Construction Mitigation Plan/Construction Activity Permit.
- Enforce the city of Medina construction mitigation plan/Construction Activity Permit.
- Review plans as directed for zoning compliance.
- Write letters to clarify policy, correction notices, stop work orders, and plan review comments.
- Maintain accurate records.
- Attend permit pre-application meetings and intake meetings.
- Assists with public inquires at the customer service desk.
- Back up the Development Services Coordinator.
- Back up for right-of-way permit inspections.
- Performs other duties as assigned.

KNOWLEDGE OF:

- Essential knowledge in the use and application of federal, state and local codes.
- Essentials of building, mechanical, and plumbing inspections.
- Understanding of the intent and basic procedure involved in building code compliance plan review.
- Common computer knowledge and use of common computer software programs.
ABILITY TO:

- As directed; research technical issues using appropriate resources.
- Perform field inspections.
- Read and understand construction drawings and technical documents.
- Prepare clear and concise correspondence and other written materials.
- Accurately apply and explain city, state, and federal laws, codes, and regulations.
- Maintain confidentiality.
- Work independently with minimal supervision.
- Communicate clearly and concisely.
- Demonstrate a strong sense of personal ethics along with professional judgement and discretion.
- Analyze situations accurately and adopt an effective course of action.
- Investigate public complaints to assure compliance with city codes (code enforcement).
- Learn to perform building code compliance plan review.
- Learn to perform the code enforcement process.
- File hard copies and electronic filing.
- Maintain accurate and complete records.
- Achieve additional professional certifications related to the position as an on-going practice.

EDUCATION AND EXPERIENCE:

- High school or equivalent
- International code council residential inspector certification
- Minimum one (1) year equivalent experience in municipal building inspection

Or, any combination of education and experience, which provides the applicant with the desired skills, knowledge and ability required to perform the job, may be substituted for these qualifications.

LICENSE:

- Valid Washington state driver’s license.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the mobility and manual dexterity to work in a standard office environment, use standard office equipment and attend off-site meetings; sit in meetings for long periods of time; speech and hearing to communicate in person and by telephone; vision to read handwritten and printed materials and a computer screen; strength and agility to lift and carry items weighing up to 20 pounds. Some accommodations may be made for some physical demands for otherwise qualified individuals who require and request such accommodations. Work is generally performed in an office setting. The noise level in the work environment is usually quiet.