EXCELLENT OPPORTUNITY!

Salary Range:  $69,300 – $97,008 annually

Benefits Include:

- City paid medical at 90% of premium for employee and all dependents. Fully paid dental, vision, disability, life insurance & employee assistance program.
- Generous opt-out allowance as alternative.
- Participation in DRS PERS2 retirement pension.
- Up to $250 per month match on 457b deferred comp.
Nature of the Position

The City of Medina, Washington seeks to hire a full-time Deputy Building Official who will begin employment with us as a Building Inspector. The person hired for this position will be mentored, fully supported with the expectation to develop from an entry level Building Inspector into the performance of all duties of the Deputy Building Official. This is an exciting and challenging opportunity to start your career as a building inspector and then continue to develop as far as you would like to go in this profession.

Construction and land development in Medina are unique. Complex design brings leading edge solutions in materials and methods of construction that are often not seen in other building departments. Alternate proposals to the building code are common here. Single-family residential projects are considered commercial by State Building Code amendment. Most of our projects involve large residential re-development.

Residents in Medina have expectations regarding development that are also somewhat different than in many jurisdictions. Mitigating the impacts of development through enforcement of ordinances will be a function of the Deputy Building Official with support by the Development Services Director. This position is also the city’s primary code enforcement officer.

The Deputy Building Official in Medina is someone who will continue to learn. This person will be given guidance in performing a wide range of duties that only a small innovative city can provide. This is a position where discretion and integrity are expected.

This is a full-time non-exempt position within the Development Services Department that reports to the Development Services Director who is also the Building Official.
ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs on-site inspections at various stages of construction, based on certification and experience, to assure compliance with regulations and process adopted by Medina
- Assist in the review, processing and enforcement of the Construction Activity Permit
- Write letters, correction notices, warning notices, stop work orders, and plan review comments
- Maintains accurate and detailed records
- Provides information and technical assistance related to building codes, standards of construction, and administrative procedures to the public and city staff
- Participate in permit pre-application and intake meetings
- Back up the Development Services Coordinator in permitting using SmartGov, and public interaction
- Supports the city arborist, and site development engineer as directed
- Assists the Public Works Director with right-of-way permit inspections
- Performs technical review of construction plans to determine and assure compliance with building, plumbing, mechanical, energy, accessibility, erosion control, tree code, and essential zoning regulations
- Achieve additional professional ICC and other certifications related to the position
- Maintain punctuality and reliable attendance
- Understand your professional limits, research and ask questions
- Performs all work with discretion and integrity
- Communicate clearly and concisely
- Demonstrate a strong sense of personal ethics along with professional judgement
- Work independently
- Ability to analyze complex situations accurately and adopt an effective course to resolution
- Performs a variety of other duties as assigned

KNOWLEDGE OF

- Essential knowledge in the use and application of federal, state and local regulations
- Construction procedures and methods
- Essentials of building, mechanical, and plumbing inspections
- Ability to read and comprehend construction working drawings
- Common computer knowledge and use of common computer software programs

EDUCATION AND EXPERIENCE

- High school or equivalent
- Initial: International Code Council Residential Inspector Certification
- 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

Learn more about the City of Medina, Washington at [https://www.medina-wa.gov/](https://www.medina-wa.gov/)

Contact Steven R. Wilcox, Development Services Director at [swilcox@medina-wa.gov](mailto:swilcox@medina-wa.gov)