CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: **Building Official** **UNION:231**
SG:10
DEPARTMENT: **Planning and Community Development** **CS:N**
FLSA:N
EEO4/SOCCODE:OA/47-4011

JOB SUMMARY:

The Building Official exercises the legally mandated authority to administer, enforce, and interpret all adopted construction codes. Develops policies and procedures, supervises assigned staff and ensures all permit issuance, inspection, plan examination and enforcement is performed in conformance to adopted municipal and construction codes.

SUPERVISORY RELATIONSHIPS:

Reports to the Development Services Manager. Works under the general guidance and direction of the Planning and Community Development Director and according to applicable Departmental, City, State, and professional regulations, policies, procedures, and guidelines. Supervises assigned staff including Building Plans Examiners and Building Inspectors.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Ensures residential and commercial buildings and other structures within the City are permitted and inspected to conform to the various uniform/model, construction and municipal code requirements.

2. Plans, directs, coordinates and reviews the work assignments of assigned staff; assesses and monitors workloads; identifies and resolves problems.

3. Interprets construction and municipal codes. Renders advice, judgments and decisions to staff, developers, builders and the general public.

4. Directs all on-site field building inspections and performs such as needed. Also responsible for resolving unusual or difficult situations regarding inspections and approvals encountered by inspectors and other employees.

5. Directs all structural and non-structural building plan reviews and performs such as needed on all proposed residential, commercial and public building and development projects to ensure compliance with construction code requirements, state laws and municipal ordinances. Approves or disapproves plans, alterations and changes.

6. Under the direction of the Development Services Manager, develops and administers Permit Center operating policies as well as necessary and effective permitting approval requirements and procedures in conjunction with other lead permit review staff. Provides guidance to Permit Technicians and Permit Center Supervisor.

7. Develops and maintains local modifications to state-mandated building codes; prepares adopting ordinances. Investigates, responds and resolves citizen complaints and referrals from other agencies.

8. Delegates responsibility and authority to assigned personnel as appropriate. Monitors daily work activities to assure the timely and accurate completion of assigned responsibilities.

9. Manages and monitors contracts with outside consultants. Writes requests for proposals (RFPs), develops scope of work and reviews and coordinates final contract terms. Facilitates the RFP process and serves as project manager.

9. Supervises staff and evaluates work. Makes hiring recommendations, assigns and prioritizes work assignments, conducts performance appraisals, and recommends disciplinary actions. Orients and trains new employees.

10. Supports the training, monitoring, and audit process for City and private inspectors associated with the Rental Registration and Safety Inspection Program. Serves as auditor to ensure compliance with program requirements and standards.

11. Makes recommendations for the Development Services annual budget. Participates on Permit Center Leadership Team including preparing and prioritizing work program. Develops and completes special projects to promote efficiencies in building permit review process. May participate in Planning and Community Development Department and/or Permit Center long range, strategic planning activities. Prepares and recommends objectives, methodologies and associated schedules.

ADDITIONAL WORK PERFORMED:

1. May represent the City, department and/or Permit Center at professional organizations, conferences, legislative hearings, and other external meetings or proceedings.

2. Performs other related duties of a similar nature or level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:

- A thorough knowledge of complex construction codes and related State and local regulations; structural principals; and construction practices, including building, plumbing, mechanical, electrical, energy, resource conservation, ventilation, accessibility, excavation and grading and fire suppression.
- Planning and Community Development Department and Permit Center operations and procedures, federal, state, and local pertinent regulations.
- Working knowledge of relevant government and/or community institutions, organizations, procedures, and processes.

Skill in:

- Management, including skills in leadership and supervision, problem analysis and decision making, planning and organizing, interpersonal sensitivity, management control, and time management.
- Excellent written and oral communications skills for working with diverse sets of personnel, public officials, and citizens.

Ability to:
- Represent the City, department and/or the Permit Center in public meetings. - Be flexible and adapt as needed.
- Represent the City's interests at professional associations.
- Make recommendations for code updates at the state building code council, international code council, Washington State legislator, or equivalent.
- Prepare and manage consultant contracts for any professional service vendors.
- Efficiently coordinate a variety of programs and work effectively with other governmental entities, private interests, contractors and citizens.
- Provide clear explanations on procedures and regulations and to deal with contractors, professionals, and the general public with courtesy and tact.
- Identify and implement staff training needs.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
    - Frequently operate a computer and other office equipment, such as a keyboard, mouse and phone;
    - Communicate accurate information and ideas;
    - Move between work sites;
    - Lift and carry objects weighing up to 40 pounds;
    - Safely move about construction sites, including the ability to bend, kneel and crawl;
    - Traverse difficult and undeveloped terrain.

WORKING ENVIRONMENT:

Work is performed primarily in an office environment. Occasional time is spent in the field performing building inspections as needed. Field work is performed at construction sites in various states of completion, where standard safety practices are always expected. May require climbing ladders, construction stairs, scaffolding and steep sites. Access to under floor areas and attic spaces require bending, kneeling and crawling. Lighting may be limited, movement may be restricted, loud noises may be present, and terrain may be rugged. Sites may be wet and slippery. All weather conditions should be expected.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Bachelor's degree in architecture, engineering, construction management, public administration or a related field preferred.
- Ten (10) years of experience in Building Plans Examination, Building Inspection and/or Construction Management required, which must include five (5) years of supervisory experience.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

NECESSARY SPECIAL REQUIREMENT:

- ICC certification as a Certified Building Official required within six (6) months from date of hire.
- ICC certification as a Building Plans Examiner, Residential Building Inspector and Commercial Building Inspector required at time of hire.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving record abstract prior to hire.
- Employment contingent upon passing a criminal background check.

PREPARED BY:
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Joint Classification Committee
6/2009

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