

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Building Official*
Department: *Development Services*
Reports to: *Director of Development Services*
Status: *Exempt / Non-union*

Job Summary:

Provide leadership in review, building design and construction through directing, managing, coordinating and supervising Building Division permit, plan review and inspection activities. Ensure compliance with International Building Codes, local and state codes/ordinances and state/federal laws. Maintain high customer service standards. Serve as Code Compliance Officer.

Essential Job Functions:

1. Participate in department's management team functions, and assists in developing programs to enhance customer focused community services, building division functions and other initiatives.
2. Serve as a resource to the Mayor, City Administrator and Director of Development Services.
3. As plans examiner, coordinate, review and check residential and commercial plans for compliance with applicable codes, ordinances and zoning regulations. Advise customers and recommend necessary changes.
4. Ensure that a customer service attitude is an integral part of the building permit process.
5. Assist the general public in obtaining information regarding codes and ordinances related to construction projects and/or permits.
6. Meet with developers, contractors and architects to solve concerns. Coordinate projects with applicable City departments.
7. Direct and supervise the building division staff. Train, evaluate performance and initiate employee disciplinary procedures. Consult with Director as necessary regarding these activities.
8. Guide, teach, and develop building division staff in areas of plans examining, construction and building inspection, customer service and communications, as well as implementing of changes in building codes and regulations.
9. Establish and maintain effective and cooperative working relationships and teamwork with City staff, department heads, coworkers, public officials, business representatives and the public in a courteous, fair, tactful, timely and helpful manner in situations that are sometimes stressful.
10. Supervise inspection functions. Perform more complex inspections, and ensure that each aspect of construction, alteration or repair is in compliance with applicable codes, regulations and building plans. Inspections typically involve framing, concrete, masonry, footings, plumbing, mechanical, heating, ventilating or similar installations in commercial and residential building and /or supervise employees engaged in these functions.
11. Review and act upon a variety of building code compliance issues.
12. Supervise the maintenance of construction progress records and results of inspections to assure compliance with applicable City, state and uniform codes.
13. Recommend the initiation of abatement or condemnation proceedings to Director where public health, safety and welfare may be in jeopardy. Investigate and resolve citizen complaints
14. Lead and coordinate building division planning functions such as establishing and updating standards, procedures, codes and code conversions. Also assist in budget preparation for the division.
15. Serve on various committees as appointed and maintain relations with building industry associations, rating bureaus and professional associations.
16. Coordinate consultant services for various plan reviews and inspection functions as necessary
17. Serve as Code Compliance Officer.
 - a. Undertake and/or direct code compliance activities to include, but not be limited to: receiving, investigating and where possible resolving complaints from the public and staff regarding violations of municipal codes, ordinances, standards, health/safety regulations and water quality regulations.
 - b. Document violations by securing photographs. Prepare violation/non-compliance notices/letters. Respond to questions. Write reports and record other pertinent data. Maintain files and records related to citations and violations.
18. Administer and implement the Floodplain Development permit applications.

Associated Job Functions:

1. Attend various continuing education meetings and seminars and conferences.
2. Perform other duties and responsibilities as assigned.

Performance Requirements (Knowledge, Skills and Abilities):

- Extensive knowledge of principles of building and construction.
- Extensive knowledge of municipal building, zoning and related codes, ordinances and regulations and of federal, uniform building, mechanical and plumbing codes and state codes and regulations.
- Working knowledge of code enforcement occupational hazards and safety practices.
- Communicate clearly and concisely, both in person and written.
- English usage, spelling, vocabulary, grammar, punctuation.
- Ability to interpret and check plans with standards, specifications and engineering drawings to compare with construction in progress.
- Ability to work cooperatively and effectively with City staff, building owners, developers, contractors, architects and the public.
- Ability to supervise division employees in a manner conducive to efficient and effective performance and positive morale.
- Ability to utilize a computer and other standard office equipment.

Working Environment and Physical Demands:

Work is performed indoors in an office environment as well as in the field. Work occasionally requires being in high places and around machinery and equipment used in building construction. This position requires the ability to stand, walk, climb and crawl for extended periods of time and to move items in excess of 20 lbs.; work outdoors in all types of weather conditions; visual acuity to read and interpret engineered drawings and blueprints, and to utilize a personal computer; hearing acuity to utilize a VHF radio and telephone. Equipment utilized includes calculator, computer, measuring tapes, VHF radio, electronic level and standard office equipment and the ability to drive a City vehicle.

Experience and Training Requirements:

- High school diploma or GED equivalent, *with*
- Completion of college-level course work in building inspection technology or equivalent knowledge gained through experience in building construction is preferable, *and*
- Must have a minimum of five (5) years of experience as an ICC certified Building Official, **including** a minimum of two (2) years of supervisory experience, *and*
- Must have current ICC certification as a Building Inspector with other certifications as appropriate.
- Must have valid Washington State Drivers License and a good driving record.
- Must pass a Criminal Background and a Drivers Abstract check prior to hire.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: Hulbert 95

Revised: 1/98 AK; NWM/HR 1/04, Dev/HR 02/07, Dev/HR 5/09, HR 7/10, HR 5/11, HR 8/14, Dev/HR 8/15

FLSA: Exempt

Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.