

CITY OF BURIEN, WASHINGTON

JOB DESCRIPTION

Title: Building Official
FLSA Status: Exempt

Dept.: Community Development
Reports to: Community Development Director

The City of Burien believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

General Position Summary

The Building Official manages the City's Building and Code Enforcement Division. Performs a variety of routine and complex administrative, supervisory, and technical functions in the enforcement of the City's building, construction and related codes.

Essential Functions:

- Manages the activities, operations and services of the Building Division; directs, coordinates, reviews and participates in the work of professional and technical employees to ensure that codes are properly enforced with uniformity, equity and safety; provides interpretation and decisions on applicable codes, rules, regulations and technical problems of enforcement; monitors plan check and inspection workloads; coordinates activities with other divisions, City departments, outside agencies and organizations.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates work methods and procedures for improving organizational performance and meeting division service delivery methods and procedures.
- Supervises and evaluates performance of assigned personnel, assists in the selection of new employees, disciplines employees according to city policies and procedures, and responsible for staff development.
- Oversees and participates in the development of the annual budget; administers and monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; proposes and presents fee updates, code updates and amendments to City codes and ordinances; prepares and coordinates reports and presentations on current building issues for City Council, commissions, community groups and regulatory agencies; develops and maintains records, statistics and reports on construction activity.
- Monitors and keeps informed of current trends in the fields of customer service, plan review, building inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, city management and staff, and the public.
- Performs plan reviews and inspections as needed.
- Maintains computerized database and permit tracking system (CityView); acts as liaison with the E-Gov Alliance and MyBuildingPermit.com.
- Prepares for code adoption proceedings; provides for appropriate evaluation of building materials and procedures; recommends revisions of existing codes and ordinances.
- Supervises and ensures appropriate maintenance for the City Hall facility and for department vehicles.

- Participates in City's Emergency Operations Center as needed.
- Perform related duties as assigned.

Secondary Functions

- Develops customer handouts and information packets for construction activities and departmental procedures.
- Administer contracts for services to other agencies.
- Review and approve business licenses.

Job Scope

Position requires a high degree of complexity with recurring work situations with occasional variations from the norm. Incumbent operates independently with minimal supervision, determines own practices and procedures and contributes to the development of new concepts.

Supervisory Responsibility:

Directly and indirectly supervises professional and technical staff including Permit Technicians, Inspectors and Code Enforcement staff; recommends personnel actions; arranges and provides training and assistance; schedules staff; assigns and prioritizes work; reviews performance; approves, takes or recommends disciplinary actions; conducts staff meetings.

Interpersonal Contacts

The Building Official interacts extensively with the Community Development Director, City staff, the Fire Marshal, the public, appointed and elected officials, contractors, businesses, and other governmental agencies.

Specific Job Skills

Proficient knowledge of:

- Applicable rules, regulations, codes and standards in assigned area including International Building, Residential, Plumbing, Mechanical, and Property Maintenance Codes as amended by State or local legislation;
- The Americans with Disabilities Act and State accessibility regulations;
- Principles and practices of building construction;
- Methods and techniques of building inspections;
- Standard installation procedures for electrical, plumbing and mechanical systems;
- Methods and techniques of field investigations;
- Principles and practices of plan checking;
- Principles and practices of budget preparation and administration;
- Principles of supervision, training staff development and performance evaluation;
- Principles of excellent customer service;
- Modern office procedures, methods and equipment including computers and supporting word processing, spreadsheet and permit-tracking applications;
- Principles and procedures of record keeping;
- Principles of business letter writing and basic report preparation;
- Pertinent Federal, State and local codes, laws and regulations.

Ability to:

- Administer the City's rules, regulations, codes and ordinances;
- Oversee, direct and coordinate the work of subordinate staff;
- Effectively select, supervise, train and evaluate staff;

- Participate in the development and administration of division goals, objectives and procedures;
- Prepare and administer program budgets;
- Analyze, interpret and accurately check complex building plans and specifications;
- Conduct field investigations and inspections;
- Recognized occupational hazards and utilize standard safety practices;
- Read and interpret plans, specifications and engineering calculations;
- Prepare clear and concise administrative and financial reports;
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
- Research, analyze and evaluate new service delivery methods and techniques;
- Provide excellent customer service by actively listening, addressing customers' concerns, and providing services at a level that exceeds customer expectations;
- Interpret, explain and apply Federal, State and local policies, laws and regulations;
- Operate office equipment including computers and supporting word processing, spreadsheet and permit-tracking applications;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain effective working relationships with those contacted in the course of work;
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities;
- Be on call 24 hours a day, seven days a week for response to after-hour calls or events such as floods or snow storms.

Mental Abilities

Position requires continuous decision making, interpersonal skills, teamwork, creativity, customer service, use of discretion, problem analysis, independent judgment and/or action, mentoring, training, supervising, performance of basic and advanced math and the ability to read, write, speak, and understand English and frequent negotiation and presentations/teaching.

Physical Abilities

Position requires continuous fingering and repetitive motions of hands and wrists, frequent standing, walking, sitting, reaching, feeling, and talking; and rare stooping, crawling, kneeling, climbing, handling, bending, and repetitive motions of feet. Incumbent must be able to push, pull, lift, and carry ten pounds.

Education and/or Experience:

Graduation from high school or equivalent and two years of college or technical school including courses in engineering, construction management or related areas and at least five (5) years of experience as a building official, building inspector or plans examiner including two (2) years in a supervisory role, and three (3) years experience reviewing building plans for conformance with applicable building codes of the State of Washington, or any combination of education and experience which meets the minimum requirements.

Special Requirements

- Successful completion of pre-employment background check.
- Valid Washington State driver's license with satisfactory driving record.
- Possession of or ability to obtain I.C.C. Building Official Certification within one year of employment.

Job Conditions

Environment

Work is primarily performed in an office which is busy, oriented to public service and subject to constant work interruptions. The noise level in the office is moderate. Position occasionally requires outdoor work, subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions.

Hazards

Working on or around heavy equipment, ladders, open trenches, scaffolding and heights; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.

Adopted 09/08