



BUILDING OFFICIAL

Department: Planning and Land Services
Job Class #: 041100
Pay Range: Executive 06

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Building Official is responsible for professional, administrative and supervisory work within the Department of Planning and Land Services. Responsibilities include supervising and evaluating the work of professional, technical and clerical staff engaged in building permits administration, building inspection, code enforcement and other related activities; providing training and technical assistance in inspectional standards, interpretation/compliance with codes, ordinances, and departmental and County policies; meeting and communicating with citizens, developers, architects, engineers, contractors, and local officials; preparing and monitoring budgets; and drafting or modifying procedures and guidelines as necessary. The employee is expected to draft regulations, taking them through the local or state legislative process; act as an integral part of the management team; and use his/her expertise in solving cross-discipline issues.

ESSENTIAL JOB FUNCTIONS

- Direct the inspection and evaluation of buildings and other structures to determine compliance with Washington State Building Code, County Code, etc. Develop policies and procedures to initiate and follow through on actions to correct situations of non-compliance.
- Direct the daily coordination of work schedules for plan review of building construction and equipment installation plans, drawings, and specifications for compliance with adopted codes.
- Develop and maintain policies and procedures for the inspection and/or abatement of dangerous buildings. Maintain records of inspections and enforcement activities related to the abatement of dangerous buildings.
- Prepare justifications for budget items and monitors annual budget expenditures.
- Monitor hiring, training, scheduling and assignment of employees. Counsel employees on performance goals and evaluates job performance.
- Provide interpretation of personnel policies; approve or deny use of sick leave, vacation leave, overtime and compensatory time. Initiate disciplinary action and respond to grievances at the first level; assist with the resolution of sensitive labor relations issues. Support County negotiations with bargaining units.
- Meet regularly with outside organizations such as Master Builders Association, Air Conditioner Contractors Association, Tacoma-Pierce County Health Department, State Building Code Council, and the Washington Association of Building Officials. Attend Council meetings as directed.
- Develop training programs for staff members, citizens and industry groups.
- Prepare and review code amendments for local adoption including staff report and committee presentations of same. Participate at state and national code change forums to promote local concerns.
- Interpret code requirements.
- Coordinate with other development related agencies and the Fire Marshal's office.

OTHER JOB FUNCTIONS

- Perform other related assignments as necessary.

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SUPERVISION EXERCISED AND RECEIVED: This is a management position responsible for the Building inspection and plan review responsibilities. Work is performed in accordance with applicable rules and regulations, pertinent laws, codes and policies under the guidance and direction of the Director of Planning and Land Services who reviews work through regular contact, conferences, reports and overall evaluation of results achieved. This position has supervisory responsibilities for other employees, including subordinate supervisors.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Building Official performs work throughout the Pierce County region. Work is performed in an office environment on a routine basis requiring sitting for prolonged periods with exposure to typical office noise and frequent interruptions. Field work is required as necessary to perform inspections or investigations including travel by vehicle or on-foot, and may be over all types of terrain, including that which is uneven, steep, slippery, wet, icy or muddy. Field work sites may include buildings in various stages of construction, deterioration or disrepair, and in remote locations. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis, however, work schedules may require the incumbent to work a flexible schedule, holidays, weekends and may require reporting to work in the event of emergency.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is frequent walking, sitting, bending/stooping, climbing, pushing/pulling and minimal lifting associated with the classification as it is currently performed. This position requires the ability to sit for prolonged periods of time. Ability to travel to various work sites and attend meetings away from regular work site may be required. Work under stress and pressure conditions during an emergency may be required. Requires the ability to maneuver across uneven terrain, work in confined areas and scale various heights.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Regulations, policies and procedures applicable to fire and building code compliance.
- Principles, procedures and practices of residential and commercial construction and of building materials and quality standards.
- The full range of codes and ordinances pertaining to building, plumbing, mobile homes, fire safety, electrical and mechanical installation activities (Uniform Building and Fire Codes, mechanical, plumbing and energy codes, Americans with Disabilities Act).
- The various stages of construction to identify violations and defects.
- Methods and procedures involved in budget preparation, justification and control.
- Basic principles of effective management and supervision.
- Current literature, trends and developments in building inspection and construction.
- Building design, construction and inspection techniques.

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KNOWLEDGE, SKILLS AND ABILITIES continued

Skill in:

- Public relations activities to include speaking before large groups, drafting news releases and stories, articulating division goals and projects to the media, the County Council or other government officials.
- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Read and interpret architectural and/or construction plans, blueprints and sketches.
- Convey ideas and information effectively, orally and in writing.
- Identify code deficiencies and to effectively enforce corrective action necessary to remedy same.
- Effectively assign, evaluate and supervise professional, technical and administrative staff.
- Communicate effectively both orally and in writing.
- Meet with public and/or private officials, department directors and staff, and the general public to discuss and resolve related inspection or plan review problems and other related concerns.
- Establish and maintain effective working relationships with employees, building owners, contractors, County officials and the general public.
- Set goals, plan, establish procedures and anticipate and effectuate changes as needed, within clearly established program boundaries and delegation of authority.
- Work under stress and pressure and respond to crises or emergency situations; ability to physically perform the essential functions of the position; and ability to meet the travel requirements of the position.

MINIMUM RECRUITING REQUIREMENTS TO APPLY: A Bachelor's degree in business, architecture, engineering or public administration; PLUS, five (5) years of supervisory experience in technical review, permit coordination, code enforcement, inspection or administration; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid State of Washington Driver's License is required for employment. Certification as a Building Official by the International Code Council (ICC) is required within one (1) year of selection as Building Official.