



CLASSIFICATION TITLE: Building Official	JOB NUMBER: 7023	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Development Services Director	PAY GRADE: 25	FLSA STATUS: Exempt "At Will"

GENERAL SUMMARY

Performs difficult administrative work organizing, implementing, and managing plan reviews and field inspections of public and private construction projects, enforcing and assuring compliance with building codes and City ordinances, and related work as apparent or assigned. Work is performed under the general direction of the Development Services Director ("supervisor"). Divisional supervision is exercised over assigned personnel.

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of Teamwork, Integrity, and Excellence promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Plans, organizes, coordinates, and oversees inspection activities; coordinates assignments to ensure optimal use of available personnel and resources; coordinates plan checking activities; assures compliance with building codes and City ordinances.
- Reviews construction plans to determine and assure compliance with building, fire, plumbing, mechanical, energy conservation, handicap, and related City, State and National construction codes, ordinances and regulations.
- Performs a variety of inspections of construction sites, commercial buildings, installation methods and materials to ensure compliance with Federal, State, and City codes and ordinances, State, and National codes and regulations and safety standards.

- Assists the public with construction and development requirements; responds to citizen complaints and inquiries regarding code requirements and resolves conflicts and issues.
- Interprets and explains building codes, regulations, and policies for engineers, architects, contractors, officials, staff and the public.
- Analyzes life safety issues and interprets code sections; issues citations and stop work orders as appropriate; appears at Board of Appeals hearings or in Court as needed.
- Recommends revisions to City ordinances pertaining to code enforcement and inspection services; participates in the development of policies regarding building code enforcement, code changes, and updates.
- Communicates with City departments, contractors, and outside agencies to coordinate inspection and enforcement activities, exchanges technical information and resolves issues.
- Manages assigned staff; evaluates and reviews work performance; works with employees to correct deficiencies; plans, coordinates and arranges for appropriate training of subordinates; documents corrective action and applies City policy, as needed; participates in the interview and selection process of new employees; recommends merit increases, reassignment and promotions according to established guidelines.
- Prepares and maintains records and reports related to permit issuance, inspections, enforcement, budget, and revenue projects; maintains files related to construction work in progress.
- Prepares the assigned division budgets; controls and monitors expenses according to budget appropriations; ensures fiscal responsibility and cost consciousness.
- Represents the City in meetings with members of public and private organizations, community groups, contractors, and developers.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Building and construction technology including standard practices and methods of a wide variety of construction.
- Federal, State, and local building, housing, plumbing, and mechanical codes, ordinances, and regulations.

- Field inspection techniques and procedures and plans examination and review procedures.
- Report preparation and records maintenance procedures.
- Principles and practices of supervision and training.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Basic architectural and engineering principles, techniques, and practices.
- Modern office practices, methods, procedures, and equipment.
- Technical aspects of field of specialty.

Skills and Abilities to:

- Perform complex and technical review of construction plans to determine and ensure compliance with City, State, and National constructions codes, ordinances, and regulations.
- Perform a variety of inspections of construction sites, installation methods, and materials to ensure compliance with Federal, State, and City codes and ordinances, State, and National codes and regulations and safety standards.
- Plan, organize, and coordinate field inspection and plan checking activities.
- Ensure proper enforcement of building codes to protect lives and property.
- Read, interpret, apply, and explain rules, regulations, policies and procedures.
- Coordinate and supervise projects.
- Understand construction drawings and construction principles.
- Analyze situations accurately and adopt an effective course of action.
- Resolve conflicts in a positive manner.
- Train, supervise, and evaluate assigned personnel.
- Communicate effectively both orally and in writing; comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including personal computer equipment using standard or customized software application programs appropriate to assigned tasks.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Possession of International Council Code (ICC) Certification as a Building Inspector, Plan Examiner, and Building Official upon hire.

EDUCATION AND EXPERIENCE

Bachelor's degree in architecture, building technology, engineering, or related field, and six (6) or more years of experience in building inspection, jurisdictional, and plan reviews, including two (2) years in a supervisory role, or equivalent combination of education and experience.

COMPETENCIES

Managerial

- Develop Effective Intra- and Inter-Departmental Relationships: Works collaboratively with partners within the City and outside of the City to accomplish the best possible outcomes for all parties.
- Manage Resources Effectively: Effectively applies the organization's assets. Makes efficient use of time, money, people, and other resources to accomplish the organization's goals. Provides direction, guidance, and expectations for resource allocation to ensure service is balanced with fiscal responsibility.
- Think and Plan Strategically: Champions new ideas and initiatives and creates an environment that supports continuous improvement. Considers the City's strategic plan when establishing work unit goals and priorities.

Supervisory

- Foster Teamwork: Builds effective teams committed to organizational goals. Fosters collaboration among team members and among teams. Uses teams to address relevant issues.
- Prioritize Work and Commitments: Develops short- and long-range plans that are appropriately comprehensive, realistic, and effective in meeting goals. Focuses on the most important tasks first and directs others to focus on those tasks. Integrates planning efforts across work units to ensure the most critical work gets done first.
- Drive for Team Results: Demonstrates and fosters a sense of urgency and strong commitment to achieving goals. Encourages others to drive for strategic goals. Persists despite obstacles and opposition. Pursues aggressive goals and works hard to achieve them. Owns the outcomes produced by the team.

- **Manage Employee Performance:** Guides employees to achieve the highest levels of performance. Sets clear and compelling expectations for performance. Provides frequent and specific feedback to help employees meet or exceed expectations. Maintains effective records related to employee performance. Delivers specific, timely, and meaningful performance reviews.

Foundational

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.
- **Provide Excellent Customer Service:** Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- **Communicate Effectively:** Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- **Work Safely:** Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

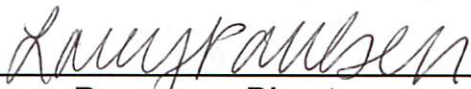
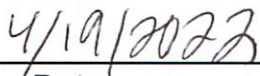

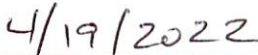

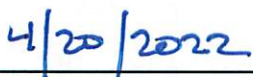
This work requires the regular and punctual attendance at the office or other assigned location; work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information

through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and using of measuring devices; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. 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.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Director	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date