Classification Title | Assistant Building Official | Code | 645300
---|---|---|---
Department | Planning and Public Works | FLSA | Exempt
Pay Range | Professional 22 | Represented | No

GENERAL SUMMARY
The Assistant Building Official is responsible for professional, administrative and supervisory work within the Building and Code Enforcement Division of Planning and Public Works.

SERIES CONCEPT
This is a single incumbent classification.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

*Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.*

- Act as the Building Official in his/her absence or as designated.
- Determine work procedures; prepare work schedules and determine methods of expediting workflow; assign, review, and approve the work of subordinate staff.
- Monitor hiring, training, scheduling and assignment of employees.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Track progress of inspections, plan reviews and investigations for timeliness and compliance.
- Assist the Building Official in developing division policies, procedures and provide input on the division's policy and procedure manual and reference library.
- Assist with preparing and monitoring the annual budget.
- Develop and coordinate training programs for staff, citizens and industry groups.
- Assist in preparing and reviewing various codes and code amendments including staff reports and committee presentations.
- Interpret code requirements.
- Monitor and maintain staff safety plans.
- Coordinate with other departments, divisions, and outside development related agencies to resolve issues and enhance customer service.
- Provide leadership and direction to the building and code enforcement division. Ensure and maintain staff certifications.
- Play a key role and coordinate field inspections of damaged buildings in the event of a natural disaster or similar event; post notices; and secure property to prevent entry.
- Conduct research and analysis of complex technical issues; evaluate alternatives and provide recommendations.
Other Job Functions

- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience
Bachelor’s Degree in business, architecture, engineering, public administration, or other applicable degree; PLUS, three (3) or more years of supervisory experience in technical review, permit coordination, code enforcement, inspection and/or administration. Additional education and experience which clearly indicates the ability to perform the essential functions of the classification may substitute on a year for year basis.

Licenses or Certifications
A valid State of Washington Driver’s License and a safe driving record or the ability to otherwise meet the travel requirements is required for employment. Certification as a Building Official by the International Code Council (ICC) is required within one (1) year of selection as Assistant Building Official.

OTHER JOB REQUIREMENTS

Must meet travel requirements and authorize and complete a background check prior to employment.

PREFERRED QUALIFICATIONS

Current ICC inspection Certification(s)

SUPERVISION

The Assistant Building Official has full supervisory responsibilities for staff that report directly and indirectly to this position.

COMPETENCIES

Knowledge of:
- Regulations, policies, and procedures applicable to fire, building, blighted property maintenance, solid waste code enforcement 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 (International Building Code, International Residential Code, International Fire Code, mechanical, plumbing and energy codes, Americans with Disabilities Act).
- The various stages of construction to identify violations and defects.
- Health and safety regulations.
- Basic principles of effective management and supervision.
- Current literature, trends and developments in building inspection and construction.
- Building design, construction and inspection techniques.

Skill in:
- Working with a variety of individuals from diverse backgrounds.
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.

**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 provide remedy.
- Effectively assign, evaluate and supervise 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.
- Work under stress and pressure and respond to emergency situations.
- Physically perform the essential functions of the position.
- Meet the travel requirements of the position.
- Utilize appropriate interpersonal and conflict resolution skills to resolve complaints and violations in professional manner, and to effectively gain cooperation and compliance.

**WORKING ENVIRONMENT/CONDITIONS**
The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

<table>
<thead>
<tr>
<th>Exposures</th>
<th>Frequency Working in Designated Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individuals who are hostile or irate</td>
<td>Sometimes</td>
</tr>
<tr>
<td>Extreme cold <em>(below 32 degrees)</em></td>
<td>Seldom</td>
</tr>
<tr>
<td>Extreme heat <em>(above 100 degrees)</em></td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Communicable diseases</td>
<td>Seldom</td>
</tr>
<tr>
<td>Moving mechanical parts</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Fumes or airborne/blood borne</td>
<td>Seldom or Never</td>
</tr>
<tr>
<td>Toxic or caustic chemicals or substances</td>
<td>Seldom</td>
</tr>
<tr>
<td>Loud noises <em>(85+ decibels such as heavy trucks, construction)</em></td>
<td>Sometimes</td>
</tr>
</tbody>
</table>

**PHYSICAL DEMANDS**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
This position is generally sedentary; however, field work is expected. Field work will be required on construction and code enforcement sites, during which the ability to maneuver across uneven terrain, work in confined areas and scale various heights is required. Must be able to operate a personal computer and related office equipment necessary to perform the essential functions of the job. Reporting to work or completing inspections in the event of an emergency is required.