Summary

Plan, organize, direct and control all activities of the Building Division of the Department of Community Development. Provide professional advice and service as appropriate. Assure the efficient and effective utilization of departmental personnel, funds, materials, facilities and time. Accomplish short-term and long-range planning, implement and maintain sound organizational practices, control costs and otherwise direct and control all division operations to assure optimum services to the community. Identify funding sources and make recommendations to Director of Community Development for implementation.

Scope of Responsibility

The Building Official is accountable to the Director of Community Development for the efficient and effective performance of the Building Division employees. Furthermore, the Building Official is responsible to assure that all activities are performed in accordance with the adopted codes associated with the International Code Council, State Building Codes, regulations and ordinances. Errors in judgment and performance would have major impact on safety and welfare of the public, County liability and public relations.

Individuals in this position must apply thorough and complete knowledge of the procedures related to the field of building codes and enforcement and extensive knowledge of laws, regulations and ordinances. Requires close working relationship with other County, municipal and state officials, attorneys and the general public.

Note: This position may be designated “essential worker.” Essential worker means those positions as designated by the County that respond and perform work functions during an emergency essential to the protection, health, safety, and welfare of citizens of Clallam County and to the operation of public facilities and property. The County maintains the right to recall any employee to perform essential duties during any emergency, or to restore governmental functions during extended emergencies.

Typical Duties

Prepare and submit for approval department budget and special program budgets, normally using team approach with other staff.

Perform final development and justification of department budget and assist Director of Community Development with submission to the Board of County Commissioners. Full authority for all division appropriations subject to County policy and law.

Implement and monitor the enforcement of all provisions of the International Code Council including of the Building, Mechanical, and Fire Codes as well as the Uniform Plumbing Code. Also, monitor the enforcement of the American Disabilities Act and State Energy Codes; supervise and monitor flood plain and shoreline regulations; enforce zoning regulations; service and maintain the County addressing system.
Direct and participate in the development and implementation of short-term and long-range goals, objectives, policies and priorities.

Interpret and enforce applicable codes, ordinances and regulations.

Maintain close coordination with other County departments regarding inspections, code enforcement and related functions.

Supervise the inspection of commercial and residential buildings for compliance with applicable codes of the County, state and federal agencies.

Supervise the division's plan checking functions and personally perform plan review as needed. Perform difficult field inspections and review inspections. Review decisions made by subordinates when unusual conditions exist. Give final approval to acceptable structures and installations.

Recommend and draft building and related code changes.

Represent the division before the Board of County Commissioners; confer with and advise architects, contractors, builders, engineers and the general public on plans, requirements and inspections.

Supervise subordinate staff and delegate responsibilities. Take action to resolve departmental and administrative conflicts and problems; decide alternate courses of action; interpret policies; and otherwise make the decisions that have not been delegated. Monitor and evaluate the progress of delegated matters. Schedule and assign staff members in accordance with project or program requirements. Supervise assigned projects to insure assignment is proceeding effectively and on schedule. Take appropriate action to eliminate disruptions, conflicts and associated delays.

Respond to public inquiries, investigate and resolve complaints or refer to appropriate individuals or other County departments for resolution.

Develop and maintain constructive relationships with civic groups, other County departments and the public regarding programs and activities. Initiate community interest in codes and enforcement.

Attend Code Advisory Board meetings regularly and County Board of Appeal meetings as required.

Perform management functions as described in the attached "Regular Management Responsibilities."

**Qualifications**

Requires knowledge of the field of assignment sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by examples in the above job description.
Requires five years of increasingly responsible experience of a supervisory, administrative or professional nature in the design, construction, and inspection of public, commercial, industrial and residential buildings. Thorough competency and extensive knowledge of the principles and practices as applied to codes enforcement. Requires ability to plan, schedule and review the work and performance of subordinates in a manner conducive to proficient performance and high morale. Requires ability to establish and maintain effective working relationships with officials, other employees and the general public. Requires ability to prepare and direct the preparation of comprehensive reports, budgets, departmental materials and correspondence.

**Special Requirements**

Possession of a valid Washington State Driver's License; ability to maintain current CPR, First Aid and Defensive Driving certifications. Possession of CABO Certification as Certified Building Official (CBO) within one year of hire. Must successfully pass all testing and examinations which measure ability to perform essential job functions. These tests may include but are not limited to physical agility, written, oral, skill, polygraph, psychological, medical, and a comprehensive, in-depth background investigation which shows no criminal activity which could directly impact ability to perform the job. Ability to pass a post-offer, pre-employment drug test.

*Note: Any first aid rendered by such persons is rendered only as a collateral duty responding solely to injuries resulting from workplace incidents, generally at the location where the incident occurred.*

**Essential Functions**

Meet attendance standards necessary for successful job performance.
Demonstrated knowledge and experience in design, construction and inspection of public, commercial, industrial and residential buildings
Demonstrated management and supervisory experience
Ability to plan, schedule and review performance of subordinates
Ability to establish and maintain effective working relationships
Ability to prepare comprehensive reports, budgets and materials

*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.*

**Physical Demands and Environment**

The working environment for the Building Official is primarily in an office setting; however, individual will be expected to work off-site during training of employees and to attend meetings. The duties require walking on all types of surfaces, including rough terrain, sitting, standing;
ability to maintain balance, climb stairs, ladders and inclines; ability to kneel, bend, stoop, crouch, reach, push, pull, twist; requires a sense of touch, finger dexterity, gripping with fingers and hands, lifting and carrying up to 20 pounds; ability to operate a passenger vehicle; exposure to sunlight, outside temperature extremes, dust, pollens, insect stings. Ability to hear voice conversations; far, side, color vision, with depth perception. Requires wearing of safety glasses or goggles, ear plugs or muffs, rubber or plastic gloves.