



## POSITION DESCRIPTION

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Job Title	<b>Building Official</b>
Department	Public Works - Building Department
Representation	IBEW 483 (International Brotherhood of Electrical Workers)
Compensation	Range 23
Status	Non-exempt

### GENERAL PURPOSE

The Building Official exercises the legally mandated authority to administer, enforce and interpret all adopted construction codes and ensures all permit issuance, inspection and plan examination is performed in conformance to adopted construction codes.

### SUPERVISION

This position performs under the general direction of the Mayor or Designee, and the direct supervision of the Planning Manager. The position often operates with limited supervision. May provide direction to the Permit Coordinator.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Although the primary duties of the Building Official are listed below, 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 this position. Primary duties include but are not limited to:

- Ensures residential and commercial buildings and other structures within the city are permitted and inspected to conform to the adopted state and local construction codes, regulations, and guidelines.
- Performs construction plan review and authorizes issuance of construction permits.
- Conducts in-field inspections and reviews third party inspections and reports for permitted projects; issues correction notices or approvals as required.
- Interprets and enforces federal, state, and local construction codes and regulations and ensures the compliance with locally adopted regulations, codes, and laws.
- Provides information on land use applications, ordinances, codes, plans, services or regulations to architects, engineers, developers, contractors, owners and interested persons.
- Responds to inquiries from contractors, property owners, staff, and the general public regarding active projects.
- Coordinate with emergency management to inspect and assess damage from various disasters on private property and facilities as required.
- Prepares a variety of studies, reports, and related information for decision-making purposes.
- Coordinates with other employees and departments to review and provide comments on potential projects, including evaluating development proposals for conformity to established plans and ordinances; evaluates proposals' development impact as they relate to the adopted plans of the City and make recommendations.

- Assists in evaluating environmental information and mitigation measures to reduce adverse impacts of development.
- Assists city staff in the enforcement of local ordinances and in interpreting city codes and master plans.
- Assists in maintaining the permit database.
- Performs work in accordance with safety policies and procedures.
- Attend City Council, Planning Commission, or other meetings to provide technical expertise when requested.
- Requires consistent, in-person attendance on the job site.

## **MINIMUM QUALIFICATIONS**

Education: High School Diploma or GED required. A minimum of four years of experience in general construction and related fields and two years of experience in code enforcement or building inspection, or an equivalent combination of education and experience.

Licensing: ICC certification as a Certified Building Official required within six (6) months from date of hire. ICC certification as a Building Plans Examiner, Residential Building Inspector and Commercial Building Inspector required at time of hire.

Must have and maintain a Washington State Driver's License or obtain by the date of hire.

## **Necessary Knowledge, Skills, and Abilities**

- Thorough knowledge of the International Building Code, International Residential Code and other codes adopted by the Washington State Building Code Council.
- Ability to work with the public and with local contractors; ability to read and understand complicated plans and blueprints; ability to communicate effectively orally and in writing.
- Knowledge of land use laws and comprehensive plans including their formation, process of adoption, and enforcement.
- Moderate experience with Microsoft Office, especially, Outlook Word, and Excel. Knowledge of permitting programs and processes, preferred.

## **Work Environment/Physical Demands:**

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions or airborne particles. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

## **DISCLAIMER**

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.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The City of Milton is an equal opportunity employer and does not*

*discriminate based on disability, race, marital status, gender, religion, age, or national/ethnic origin.*

*The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*