

# CITY OF SHORELINE

## BUILDING OFFICIAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

To plan, control, manage and administer the Development Services Division of Planning and Development Services. Coordinate the process for plan and permit reviews. Approve the issuance of building and land use permits and the inspection of all new construction and alteration of existing structures to ensure compliance with the Uniform Building, Mechanical, Heating, Accessibility, Energy, Indoor Air Quality and Development Codes. Responsible for the supervision and direction of Division employees and for the development, implementation and administration of the Division's operating policies and procedures.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Director of Planning and Development Services.

Exercises direct supervision over Division staff.

**ESSENTIAL AND MARGINAL FUNCTION STATEMENTS** *Essential responsibilities and duties may include, but are not limited to, the following:*

#### **Essential Functions:**

1. Assign and direct activities of the division. Ensure residential and commercial buildings and other structures within the City are inspected and conform to the various uniform/model and development code requirements.
2. Plan, direct, coordinate, and review the Division's work assignments; assess and monitor workload; identify and resolve problems.
3. Interpret building and land use codes; render advice, judgments and decisions to staff, developers, builders and the general public.
4. Conduct on-site field inspections as the situation requires; resolve unusual or difficult situations regarding inspections and approvals encountered by inspectors and other employees.
5. Conduct structural and non-structural plan checks on all proposed residential, commercial and public building and development projects to ensure compliance with uniform code requirements, State laws and municipal ordinances; approve or disapprove plans, alterations and changes.
6. Develop and administer Department operating policies.
7. Assist with the development and management of the Department budget.
8. Maintain local modifications to State-mandated building codes.
9. Delegate responsibility and appropriate authority to assigned staff; monitor daily work activities to assure the timely and accurate completion of assigned responsibilities.
10. Conduct applicant job interviews; select, orient and train new employees; assure the availability of adequate equipment and facilities.
11. Prepare and conduct oral and written employee performance evaluations; recognize superior job performance; assure correction in undesirable trends in performance consistent with established City policy.
12. Participate in Department-wide long range, strategic planning activities. Prepare and recommend objectives, methodologies and associated schedules.

#### **Marginal Function:**

Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### **Knowledge of:**

Mediation and problem resolution techniques.  
Codes and plans such as the Shoreline Municipal Code, Uniform Codes and State laws governing construction and design of structures.  
Management skills in work planning and budget development.  
Principles, practices and activities of a comprehensive urban development and planning program.  
Principles and practices of program development and administration.  
Principles of supervision, training and performance evaluation.  
Pertinent Federal, State and local laws, codes and regulations.

### **Ability to:**

Communicate clearly and concisely both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.  
Maintain physical condition appropriate to the performance of assigned duties and responsibilities.  
Manage comprehensive land use planning, building and engineering programs.  
Develop and administer division goals, objectives and procedures.  
Analyze and assess programs, policies and operational needs and make appropriate adjustments.  
Identify and respond to sensitive community and organizational issues, concerns and needs.  
Plan, organize, direct and coordinate the work of lower level staff.  
Delegate authority and responsibility.  
Select, supervise, train and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Maintain a positive relationship with the public while enforcing development regulations.  
Prepare and administer large and complex budgets.  
Interpret and apply applicable Federal, State and local policies, laws and regulations.

### **Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

#### **Experience:**

Minimum of five years increasingly responsible urban planning, development or building construction experience including two years of administrative and supervisory responsibility.

#### **Training:**

Equivalent to a bachelor's degree from an accredited college or university with major course work in architecture, engineering, urban planning or building technology.

#### **License or Certificate:**

Current ICBO certification in building inspection and plans examination.  
Current certification, or the ability to obtain certification within 12 months, as a Building Official from the Council of American Building Officials.

## **WORKING CONDITIONS**

### **Environmental Conditions:**

Office and field environment; occasional travel for site inspections or meetings.

### **Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time, or for performing field site inspections; communication with high level staff and citizens; near visual acuity for computer work

#### **Note:**

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health

and safety of themselves or other employees.

3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

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Signature

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Date