

# CITY OF ORTING

---

## JOB DESCRIPTION

Job Title: Building Official

Department: Building

Reports To: Public Works Director

### **SUMMARY DESCRIPTION**

This position is a full-time, Federal Labor Standard Act exempt position. Under administrative direction, directs, manages, supervises and coordinates the activities and operations of the building department; and coordinates assigned activities with other departments and outside agencies.

### **REPRESENTATIVE DUTIES**

Duties may include, but are not limited to, the following:

1. Responsible for ensuring that safety standards are met for all structures within the city through the enforcement of municipal and uniform building codes.
2. Ability to make accurate and impartial interpretations of the building codes, and then communicate them clearly to the public.
3. Reviews construction applications and plans to verify code compliance.
4. Issues permits for new construction, and for remodeling projects on existing structures.
5. Conducts physical inspections of various construction projects at each phase of completion to ensure compliance with applicable codes and minimum safety standards, including storm drainage inspections.
6. Answers questions and provides code interpretations as requested.
7. Investigates complaints and/or inspects existing structures to ensure that minimum standards of safety and maintenance are met.
8. Investigates nuisance complaints and enforces local laws where a nuisance is found to exist.
9. Issues notices to correct compliance deficiencies.
10. Coordinates with all involved parties during ongoing construction projects.
11. Responsible for monthly and quarterly reports to inform various state and local agencies of building activity.
12. Responsible for monthly report for City Council regarding building construction activity and revenue projection.
13. Remains up-to-date on all code changes through continuing education.
14. Maintains records of construction activity and trends.
15. Assists the Fire District Chief as necessary in eliminating potential fire hazards within existing structures.
16. Develops and revises procedural criteria for issuing construction permits.
17. Reviews plans of proposed buildings or modifications for compliance with applicable codes and regulations.
18. Assures that applicants are properly qualified.

19. Approves or rejects work and makes recommendations of appropriate changes to assure compliance.
20. Knowledge of the City's zoning code.
21. Requests assistance from Police Department, as necessary, to issue citations for non-compliance issues.
22. Enforces state Environmental Protection Act and other state and federal regulations as assigned, including compliance with the Americans With Disabilities Act of 1990
23. Performs a variety of other miscellaneous tasks for to facilitate Building Department functions, such as posting permits and stop work orders.

### **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

#### **Knowledge of:**

- Knowledge of building codes.
- Terminology, methods, practices and techniques used in technical building design documents.
- Principles and practices of budget preparation and control.
- Recent developments, current literature and sources of information regarding the commercial and residential building industry.
- Pertinent federal, state and local laws, codes and regulations.
- ADA requirements for ingress and egress.

#### **Ability to:**

- Physically inspect structures that are in various stages of construction.
- Interpret and explain City policies, codes, and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

#### **Education and Experience Guidelines**

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

#### **Education/Training:**

A high school diploma or its equivalent.

#### **Experience:**

Five years of relevant professional building inspector experience.

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

- International and building code certifications in residential and commercial building, mechanical, plumbing, and plan review.
- Possession of a valid driver's license.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein 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 job functions.

**Environment:** Office and field environment; travel from site to site; works with computers; exposure to noise and poisonous gases and liquids.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; sit, stand, and walk for prolonged periods of time; climb ladders and slopes; operate motorized vehicles. Ability to lift up to twenty-five pounds.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents and to operate vehicles.

**Hearing:** Hear in the normal audio range with or without correction.

## **REASONABLE ACCOMMODATIONS**

Reasonable accommodations may be made in accordance with the Americans with Disabilities Act and the Fair Employment and Housing Act.

*This job description does not constitute an employment agreement between the Employer and Employee and is subject to change as the needs of the Employer and requirements of the job change. This job description is not designed to cover or contain a comprehensive listing of all activities, duties, or responsibilities that are required of the employee.*

*The City of Orting provides equal employment opportunities to all employees and applicants for employment without regard to race, color, creed, religion, sex, sexual orientation, marital status, national origin, age, gender, disability, genetics, or status as a protected veteran.*