

## **BUILDING DIVISION MANAGER/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.*

### **JOB OBJECTIVES**

Under administrative direction, to manage, supervise and coordinate the activities and operations of the Building Division within the Community Development Department including the enforcement of International codes and Uniform Plumbing Code; to determine permit fees and direct the collection of all fees associated with new construction permits; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Community Development Director.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

Assume management responsibility for Building Division services and activities including, but not limited to, the administration and enforcement of the building codes as adopted by the Washington State Building Code Council and the City of Camas.

Develop and recommend policies and procedures to the director. Oversee and implement City and Community Development Department policies and procedures.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.

Plan, direct, coordinate and review the work plan for building staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems; provide leadership and management to assigned staff.

Review plans, specifications, supporting designs, and calculations to verify compliance with the applicable codes. Conduct plan reviews of all types including commercial and industrial facilities.

Oversee the inspection process of mechanical, plumbing and building construction in various stages of completion for adherence to established codes; issue correction notices as necessary.

Review State codes and standards governing building, plumbing, energy, indoor air quality and accessibility codes; provide recommendations for City adoption of new codes.

Conduct meetings with architects, engineers, developers, business and building owners; approve requests for alternate materials, designs and methods of construction based on mandated codes.

Conduct plan reviews of all types of buildings including commercial and industrial; review for compliance with applicable codes.

Develop and lead teams to administer the codes for special construction projects including large scale high tech or industrial facilities; schedule and work with plan reviewers for acceptance of

alternate designs; inspect critical phases of construction; coordinate inspection efforts with appropriate parties.

Provide input to the Community Development Director regarding annual budgets, track and approve individual expenditures under the Building Division budget.

Select, interview, hire, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Serve as the liaison for the Community Development Department Building Division with business owners, developers, property owners, other divisions, departments and outside agencies; consult and/or resolve sensitive and controversial issues.

Represent the Community Development Department on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.

Provide direct assistance and support to the Community Development Director.

Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection and code enforcement.

Respond to sensitive inquiries from Community Development Director, City Administrator and Public Officials.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Oversee the assessment and collection of system development charges, impact fees, building permit fees and the collection of fire permit fees.

Assist in writing and amending city ordinances as directed.

Work closely with City Attorney and Code Enforcement on CMC related violations.

### **AUXILIARY FUNCTION STATEMENTS**

Follow all safety rules and procedures established for work area.

Perform related duties and responsibilities as required.

### **QUALIFICATIONS**

#### **Knowledge of:**

Operations, services and activities of a municipal building code inspection and plan review program.

Principles and practices of building construction, structural design and mathematics.

Methods and techniques for conducting building, mechanical, electrical and plumbing inspections.

Principles, methods and techniques of structural engineering as it applies to plan review and enforcement.

Methods and techniques of conducting plan reviews.

Principles of land surveying as related to plats and legal descriptions of property.

Principles and practices of budget preparation and administration.

Principles and practices of program development and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State and local laws, codes and regulations including building, plumbing, mechanical, energy, indoor air quality and accessibility standards.

**Ability to:**

Manage a comprehensive building code inspection and plan review program.

Oversee, direct and coordinate the work of lower level staff.

Select, manage, supervise, train and evaluate staff.

Participate in the development and administration of departmental goals, objectives and procedures.

Prepare and administer large program budgets.

Prepare clear and concise administrative and financial reports.

Enforce the provisions of the International codes and Uniform Plumbing codes and regulations.

Read and interpret complex building and construction plans, specifications and blue prints.

Review plans, specifications and supporting designs and calculations to verify compliance with building, mechanical and plumbing codes.

Conduct building inspections at various stages to determine compliance with applicable codes.

Develop and lead special teams for the completion of special construction projects.

Provide recommendations for City adoption of new codes.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Research, analyze and evaluate new service delivery methods and techniques.

Interpret and apply Federal, State and local policies, laws and regulations.

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:**

Equivalent to a Bachelors degree from an accredited college or university with major course work in engineering, construction or a related field.

**Experience:**

Five years of increasingly responsible experience in construction or building inspection, including two years of administrative and supervisory responsibility.

**License or Certificate:**

Possession of certification as a Building Official, Plans Examiner and Building Inspector.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands 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 these essential job functions.*

**Environment:** Office environment, occasional field work, exposure to noise, dust, grease, smoke, fumes, gases.

**Mobility:** Sitting for prolonged periods of time.

**Vision:** Visual acuity to read plans, specifications and drawings.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.