Position Title: Deputy Building Official
Date: Feb 2010
Reports to: Community Development and Planning Director
Department: Community Development and Planning
FLSA Status: Exempt
Positions Supervised: Building Inspectors, Plans Examiner

BASIC FUNCTION: Provides Director supervisory support for the Building Permitting functions of the Department. Serves as Deputy Building Official and is directly responsible for managing building permitting functions which includes building inspection and plan review. Additional responsibilities include: developing and reviewing department review processes; maintaining relationships with the builders association, state agencies and other stakeholder groups; providing technical support and training to department staff; and assist in the preparation of the Department budget. Work is performed under the supervision of the Director / Chief Building Official of the Community Development and Planning Department.

MINIMUM QUALIFICATIONS: 2 years of supervisory experience as a builder, architect, engineer, tradesman building inspector or superintendent of building. Certification as a Building Inspector and Plans Examiner through the ICC. Preference given for certification in the Plumbing, Mechanical, Energy, Fuel Gas and Accessibility codes. Certification as a Building Official from the ICC is preferred and required within two years of hire. Bachelor’s degree in engineering, architectural or construction management preferred. Experience as a city or county building official desirable. OR any combination of education and experience which demonstrates the ability to perform the essential functions of the job.

Must have a thorough knowledge of the permitting process in relation to building, plumbing, mechanical, energy and fire codes. Must have the ability to explain code requirements to the general public, employees, boards and commissions and professionals engaged in the construction industry. Must be able to read and understand laws, ordinances, blueprints and construction plans. Despite sometimes confrontational or adversarial situations, must be able to establish effective working relationships with property owners, professional architects, engineers, contractors, the general public, public officials and employees.

PRINCIPAL DUTIES -- Asterisk designates essential function

*1. As Deputy Building Official is accountable for ensuring codes and ordinances are applied in a professional, fair, efficient manner; inspections are completed in a timely manner; and general health and safety standards are maintained through a comprehensive program of protective inspections.

*2. Assists the Director in the overall management of the Department. Assists in preparing annual budget for assigned activities. Manages and evaluates
supervised personnel; assigns and schedules workloads; and assists in hiring and performance management of all assigned employees.

*3. Assists in preparing updates to local codes and ordinances relating to building construction.

*4. Provides technical and staff support to the County Council and other advisory or administrative agencies and committees. Conducts research as necessary to furnish support.

*5. Reviews plan and performs inspections for compliance with state law and local codes relating to construction.

*6. Reviews construction related complaints and citations.

*7. Assists the public at the counter by responding to technical questions, explaining policies and procedures, and interpreting building codes.

*8. Acts within the scope of his or her responsibilities, working as a public employee with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.

PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing and walking. The employee is frequently required to lift objects weighing up to 10 lbs. This position frequently requires continuous hand and finger movement. Frequently requires visual acuity at 20 inches or less, and hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical problems.

EQUIPMENT REQUIREMENTS:

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<thead>
<tr>
<th>Equipment/Tool</th>
<th>No. of Hours</th>
<th>Frequency of use</th>
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<tbody>
<tr>
<td></td>
<td>Daily</td>
<td>Weekly</td>
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<tr>
<td>Telephone/fax</td>
<td>4</td>
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<tr>
<td>Computer</td>
<td>2</td>
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<tr>
<td>Measuring tools</td>
<td>3</td>
<td></td>
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<tr>
<td>Motor vehicle</td>
<td>8</td>
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<tr>
<td>Boat</td>
<td>2</td>
<td></td>
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<td>Copy machine</td>
<td>1/2</td>
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WORKING CONDITIONS: The Building Official works primarily in a normal office environment, with some exposure to construction job sites which require the use of hard hats or safety glasses. The position requires some travel by small plane or boat. The position is on-call for emergencies.