

JOB DESCRIPTION

Title: Building Official/Permit Administrator

Department: Building

FLSA Status: Exempt

Reports to Mayor

Salary Range \$4,450 - \$5,000

The City of Okanogan believes that each employee makes a significant contribution to our success. This job description is designed to outline primary duties, qualifications and job scope. 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.

General Position Summary

Responsible for all duties related to the organization and function of the city building department. Performs comprehensive inspection services for residential/commercial building in the process of construction or alteration for compliance with code requirements, application of safe construction practices and other regulations or ordinances. Additional duties shall include enforcing mechanical, plumbing codes and may issue permits and collect fees. The position also monitors requirements of the Okanogan Municipal Code as it pertains to sign, zoning and building, including statutory requirements for permit issuance and inspections. This position enforces the Shoreline Master Program, State Environmental Policy Act, and performing related work as required under the direction of the Mayor.

Classification Distinctions

This position is an appointed, non-union position. Incumbent reports to the Mayor and perform a full range of building department services and functions. Some work is performed in the field with substantial independence within the limits of current regulations, laws, codes, policies and accepted procedures. Work is generally not internally reviewed except when written documentation of events or issues is required, or when complaints or supervision of other staff. The successful applicant will be an employee of the City of Okanogan with contracted duties to the Cities of Oroville (40%) and Tonasket (20%).

Essential Functions

- Inspects structural, plumbing, and mechanical installations of construction sites for life safety and compliance with codes, regulations, standards, and approved plans and specifications.
- Reads and interprets plans and specifications.
- Inspects building for hazardous or illegal conditions or code violations
- Implements warning and violation notices, orders to comply, and stop work orders. Performs follow-up functions to gain compliance. Prepares legal action requests. Issues citations as approved.
- Responds to public inquiries, concerns, and complaints. Serves as a resource for guidance and partners, and the public.

- Reviews residential and minor commercial property construction plans. Evaluates connection fees and rate adjustments.
- Coordinates final inspections to ensure certificate of occupancy requirements are met.
- Assesses damaged building for compliance after disasters.
- Inspects properties that store, handle, and use hazardous materials to ensure compliance.
- Organizes and maintains an efficient case management system. Maintains accurate documentations and case files for investigations, inspections, and enforcement actions to substantiate violations.
- Prepares correspondence, reports or other documents, keeping others adequately informed.
- Creates, updates, and implements process improvement procedures, tasks, workflows, and systems.
- Receives, investigates, researches, and resolves questions, complaints, violations and issues concerning city codes.
- Photographs nuisance sites and prepares notices and orders.
- Posts Notice and Orders on properties and may serve individuals with legal notices.
- Testifies in court and at administrative proceedings as necessary.
- Prepares and maintains case records.
- Performs other duties as assigned.

Specific Job Skills

Necessary Knowledge, Skills and Abilities

- A high level of time management skills, as the position dictates frequent interruptions.
- Sound judgement in making decisions independently in accordance with established policies.
- Thorough working knowledge of current uniform codes and national standards.
- Knowledge of the principles and practices involved in building inspection; inspection techniques, construction materials and practice in safety, structural, mechanical, and plumbing fields.
- Reading, interpreting, and explaining complex drawings, specifications, codes, ordinances, and other related documents.
- Constitutional law as it pertains to public hearing procedures for appeals, public notifications, and criminal legal processes, private property rights and public rights to police protection.
- Investigative and research techniques, rights of entry regulations and other legal procedures.
- Conflict resolution methods and techniques.
- City layout and boundaries.
- MS Word for Windows, Excel, permit tracking system and spreadsheet capabilities for personal computers.

Ability To

- Communicate effectively in writing and to compose correspondence and reports.
- Work with difficult individuals regarding challenging situations.
- Establish and accurately maintain a filing system.

- Work with and communicate effectively with the public, contractors, developers, other agencies and co-workers with courtesy, fairness, poise, and tact, including dealing with situations which could be emotionally charged or controversial in nature.
- Explain self and ensure message is easily understood and to close all contracts courteously and appropriately.
- Work efficiently in a fast-paced work environment subject to frequent interruptions.
- Meet deadlines
- Operate a camera and video equipment.
- Learn and apply technical information and procedures.
- Analyze situations accurately and adopt an effective course of action.
- Plan and organize work.
- Operate a variety of office equipment, including a personal computer, word processor, and copier.
- Work independently and as a part of a team.

Mental Activities

Position requires continuous teamwork, customer service, independent judgment and/or action, and ability to read, speak, write, and understand English; frequent decision making interpersonal skills, use of discretion, and negotiation; occasional creativity, problem analysis, and performance of basic math; and rare mentoring and presentations/teaching.

Physical Activities

Physical requirements of the job include continuous sitting, reaching, talking, hearing, and repetitive motions of hands and wrists; frequent stooping; occasional standing, walking, repetitive motions of feet, feeling, kneeling, climbing, handling and bending; rare crawling. May also include repetitive travel.

Qualification Requirements

- High School Diploma or GED. Associates degree preferred.
- Four years of progressively responsible inspection experience including application and interpretation of municipal rules and regulations.
- Valid Washington State driver's license with satisfactory driving record
- Must obtain at least one of the following ICC, Inspector certifications each year and maintain throughout employment; Commercial Building, Mechanical, Plumbing Codes, and fire inspector.

Condition of Employment

Beyond the established and prescribed review and evaluation period, all positions with the City of Okanogan are terminable within the guidelines of the Municipal Code, Personnel Policies and applicable Bargaining Agreements as provided by law.

Acknowledgement

This job is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential, or non-essential requirement. Prior to the implementation of any changes management shall give written notification. Nothing in the job description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

Signature

Date

Job Description Approved By:

Jon K. Culp, Mayor

Date