



ASSISTANT BUILDING OFFICIAL

Department: Planning and Public Works

Job Class #: 645300

Pay Range: Professional 22

FLSA: Exempt

Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Assistant Building Official is responsible for professional, administrative and supervisory work within the Building and Code Enforcement Division of Planning and Public Works.

ESSENTIAL JOB FUNCTIONS

- Act as the Building Official in his/her absence or as designated.
- Determine work procedures; prepare work schedules and determine methods of expediting workflow; assign, review, and approve the work of subordinate staff.
- Monitor hiring, training, scheduling and assignment of employees.
- Investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Track progress of inspections, plan reviews and investigations for timeliness and compliance.
- Assist the Building Official in developing division policies, procedures and provide input on the division's policy and procedure manual and reference library.
- Assist with preparing and monitoring the annual budget.
- Develop and coordinate training programs for staff, citizens and industry groups.
- Assist in preparing and reviewing various codes and code amendments including staff reports and committee presentations.
- Interpret code requirements.
- Monitor and maintain staff safety plans.
- Coordinate with other departments, divisions, and outside development related agencies to resolve issues and enhance customer service.
- Provide leadership and direction to the building and code enforcement division. Ensure and maintain staff certifications.
- Play a key role and coordinate field inspections of damaged buildings in the event of a natural disaster or similar event; post notices; and secure property to prevent entry.
- Conduct research and analysis of complex technical issues; evaluate alternatives and provide recommendations.
- Perform other related assignments as necessary.

SUPERVISION EXERCISED AND RECEIVED: This is a management position. An employee is expected to work independently after objectives, priorities and deadlines have been defined. Work is performed in accordance with applicable rules and regulations, pertinent laws, codes and policies under the guidance and direction of the Building Official. Work is reviewed through regular contact, meetings, reports and overall evaluation of results achieved. The Assistant Building Official has full supervisory responsibilities for staff that report directly and indirectly to this position.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and in the field. Travel throughout Pierce County is required. Position is subject to periods of concentration and sedentary work with exposure to typical office noise and frequent interruptions. Field work includes travel by vehicle or on-foot, over all types of terrain to buildings in various stages of construction, deterioration or disrepair, and in remote locations. Duties are normally completed on a regularly scheduled basis; attendance at meetings or completion of work outside of normal schedule is required. May require reporting to work in the event of emergency.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Must be able to operate a personal computer and related equipment and travel to various work sites. Working under stressful conditions during an emergency may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Regulations, policies and procedures applicable to fire, building, blighted property maintenance, solid waste code enforcement and building code compliance.
- Principles, procedures and practices of residential and commercial construction and of building materials and quality standards.
- The full range of codes and ordinances pertaining to building, plumbing, mobile homes, fire safety, electrical and mechanical installation activities (International Building Code, International Residential Code, International Fire Code, mechanical, plumbing and energy codes, Americans with Disabilities Act).
- The various stages of construction to identify violations and defects.
- Health and safety regulations.
- Basic principles of effective management and supervision.
- Current literature, trends and developments in building inspection and construction.
- Building design, construction and inspection techniques.

Skill in:

- Public relations activities to include speaking before large groups, drafting news releases and stories, articulating division goals and projects to the media, the County Council or other government officials.
- Use of judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.

Ability to:

- Read and interpret architectural and/or construction plans, blueprints and sketches.
- Convey ideas and information effectively, orally and in writing.
- Identify code deficiencies and to effectively enforce corrective action necessary to provide remedy.
- Effectively assign, evaluate and supervise technical and administrative staff.

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- Communicate effectively both orally and in writing.
- Meet with public and/or private officials, department directors and staff, and the general public to discuss and resolve related inspection or plan review problems and other related concerns.
- Establish and maintain effective working relationships with employees, building owners, contractors, County officials and the general public.
- Work under stress and pressure and respond to emergency situations.
- Physically perform the essential functions of the position.
- Meet the travel requirements of the position.
- Utilize appropriate interpersonal and conflict resolution skills to resolve complaints and violations in professional manner, and to effectively gain cooperation and compliance.

MINIMUM RECRUITING REQUIREMENTS TO APPLY:

A Bachelor's degree in business, architecture, engineering or public administration, or other applicable degree; PLUS, three (3) or more years of supervisory experience in technical review, permit coordination, code enforcement, inspection and/or administration; OR any equivalent combination of education and/or experience that provides the required knowledge and abilities may substitute on a year for year basis.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:

A valid State of Washington Driver's License and a safe driving record is required for employment. Certification as a Building Official by the International Code Council (ICC) is required within one (1) year of selection as Assistant Building Official.