



JOB ANNOUNCEMENT

Building Official Full-Time Union Represented Position

Salary Range: 37

Starting Salary: \$6,639.58 MO

The City of Ocean Shores is accepting applications for Building Official. This position is under the general direction of the Mayor and/or designee. The Building Official issues building permits, render code interpretations, enforces all code provisions, plan, organize and direct the activities of the Building Division of the Department of Public Works.

Work is performed indoors in an office environment, also in the field, in all types of weather conditions. Must possess a valid Washington State Driver's License with a driving record acceptable to the City's insurance carrier. A high school diploma or equivalent supplemented by college level course work with associates degree, bachelor's degree preferred in construction technology or equivalent knowledge gained through a minimum of 10 years' experience in building construction and supervision. This position requires at least five years' experience as an ICC certified building inspector and ICC certified plans examiner or preferably a professional engineer and the ability to become a certified building official within one year of hire.

For a complete job description and application, visit www.osgov.com or contact KMJones@osgov.com.

OPEN TILL FILLED

**Applications can be dropped off at Utility Billing, 800 Anchor Avenue
or by email to KMJones@osgov.com**

The City of Ocean Shores is an Equal Opportunity Employer.

CITY OF OCEAN SHORES

JOB DESCRIPTION

Title: *Building Official*

Reports To: *Mayor or Designee*

Salary Range: 37

Job Objective:

Under the general direction and supervision of the Director of Public Works, issue building permits, render code interpretations, enforce all code provisions, plan, organize and direct the activities of the Building Division of the Department of Public Works. Perform building inspections and examine building and site plans.

Individuals assigned to this classification are expected to possess and apply a thorough knowledge of uniform building, mechanical and plumbing codes, applicable City municipal codes and State of Washington codes to work situations requiring the use of judgment to interpret these regulations.

Job Location and Equipment Utilized:

Work is performed indoors in an office environment, also in the field, in all types of weather conditions. Driving a city vehicle is required. Work occasionally requires being in high places and around machinery and equipment used in building construction. Attendance at some evening meetings is required. Equipment utilized includes calculator, computer, measuring tapes, VHF radio, electronic level and standard office equipment.

Essential Job Functions:

- ◆ Meet with developers, contractors, and architects to solve problems and coordinate inspections. Coordinate projects with applicable City departments.
- ◆ Direct, train, evaluate performance and initiate disciplinary procedures of employees assigned to the Building Division. Consult with Supervisor as necessary regarding these activities.
- ◆ Inspect, approve, disapprove, write correction notices, issue stop work notices and perform other functions to ensure that each aspect of construction, alteration or repair in compliance with applicable codes, regulations and building plans. Inspections typically involve framing, concrete, masonry, footings, plumbing, mechanical, heating, ventilating or similar installations in commercial and residential building and/or supervise employees engaged in these functions.
- ◆ Maintain records of construction progress and results of inspection to assure compliance with applicable City, state and uniform codes.
- ◆ Investigate and resolve citizen complaints.
- ◆ Recommend the initiation of abatement or condemnation proceedings to Supervisor where public health, safety and welfare may be in jeopardy.
- ◆ As required, perform oral presentations to the City Council.
- ◆ Assist in budget preparation for the Building Division as part of Public Works.
- ◆ Perform special projects or assignments as directed by Supervisor.
- ◆ Member of the City's Development Review Committee.

Required Knowledge, Skills and Abilities:

Requires knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated by example in the above job description.

- ◆ Requires extensive knowledge of principles of building construction.
- ◆ Requires full scope knowledge of municipal building, zoning and related codes, ordinances and regulations and of federal, uniform and state codes and regulations.
- ◆ Requires ability to interpret plans, specifications, and engineered drawings to compare with construction in progress.
- ◆ Requires ability to work cooperatively and effectively with building owners, developers, contractors, architects and the public.
- ◆ Requires ability to guide building division employees in a manner conducive to efficient and effective performance and positive morale.
- ◆ Requires ability to utilize a computer and other standard office equipment.
- ◆ Requires ability to communicate and deal with people effectively.

Required Physical Traits:

- ◆ Requires ability to stand, walk, climb, and crawl for extended periods of time and to work outdoors in all types of weather conditions.
- ◆ Requires visual acuity to read and interpret engineered drawings and blueprints and to utilize a personal computer.
- ◆ Requires hearing acuity to utilize a VHF radio and telephone.
- ◆ Requires ability to drive a city vehicle.

Qualifications:

- ◆ A high school diploma or equivalent supplemented by college level course work with associates degree, bachelor's degree preferred in construction technology or equivalent knowledge gained through a minimum of 10 years' experience in building construction and supervision. This position requires at least five years' experience as an ICC certified building inspector and ICC certified plans examiner or preferably a professional engineer and the ability to become a certified building official within one year of hire.

Other Requirements:

- ◆ Requires a valid Washington State Driver's License and a driving record acceptable to the City's insurance carrier.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.
