

**CITY of EDMONDS  
ANNOUNCES AN  
EMPLOYMENT OPPORTUNITY**

**POSITION:** ASSISTANT BUILDING OFFICIAL **JOB # 08-40**

**CLOSES:** Monday, 7/28/08 @ 4:30 p.m.

**SALARY:** Starting salary minimum of **\$5,221** per month, up to **\$6,526** per month, DOE, with a potential salary maximum of **\$7,832** per month, DOE, plus benefits.

**DEPARTMENT:** Development Services, Building Division

**JOB SUMMARY:** Under the direction of the Building Official, oversees the development review process for plans examination and field inspection responsibilities of the Division. Assists in the administrative duties for the Division. Responsible for the supervision of field inspection and plan review staff and assists in the supervision of other staff as assigned. Trains, plans, organizes and supervises the work of all field inspectors and plan reviewers. Establishes and implements quality controls for plan review and field inspection services. Performs structural and non-structural plan review for complex residential, multifamily and commercial buildings. Prior to building permit issuance, assures that approved plans meet State mandated building, plumbing, mechanical, barrier free, energy, ventilation, and State imposed amendments and City codes and ordinances.

**REPRESENTATIVE DUTIES:**

- Assists the Building Official in administrative duties for the entire Division, acts as Building Official in his/her absence.
- Trains, plans, organizes and supervises the work of the plan review staff. Trains, plans, organizes and supervises the work of building inspection staff. Assists the Building Official in supervision of other staff as assigned. Recommends selection of Building Division staff, trains subordinates, performs performance evaluations and recommends disciplinary action of assigned staff.
- Works closely with other department managers and staff in resolving building code requirements, issues and customer complaints.
- Performs structural and non-structural plan review of residential and commercial construction plans to determine and ensure compliance with State mandated International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, Washington State Energy Code, Washington State Indoor Air Quality Code, State Historic Building Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, as well as State Amendments, City ordinances and regulations. Authorizes issuance of permits by signature after all departmental reviews have been completed.
- Performs inspections as needed of buildings for compliance with the State mandated International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, Washington State Energy Code, Washington State Ventilation and Indoor Air Quality Code, State Historic Building

Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, and State Amendments as well as local laws, ordinances and regulations.

- Issues Stop Work Orders, Order to Correct Violation Notices, Notice of Civil Violation Orders and Correction Notices for code compliance and code enforcement.
- Researches code provisions for code interpretations to adopted Codes and State mandated codes. Provides interpretations and policies to design professionals, contractors, developers and the public.
- Assists with the preparation of the budget for the Building Division.
- Represents the Building Division in all aspects of the Computer Permit Tracking System. Oversees system revisions relating to permitting activity for the Building Division, and oversees Building Division employee training for the Permit Tracking System.
- Creates and updates public building construction handouts to assist the public in complying with the required building regulations and City ordinances. Creates graphics for details.
- Maintains knowledge of various code changes and construction practices due to technological changes in building materials and state legislation.
- Prepares and maintains a variety of reports, records and files related to plan review and field inspection activities.
- Attends all pre-application meetings on behalf of the Building Division.
- Attends a variety of workshops, seminars and meetings.
- Serves as Chief Building Inspector during disaster response. Organizes and supervises designated Deputy Building Inspectors in damage assessment.
- Assists the Building Official in the Emergency Operations Center (EOC).

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- International Building Code, International Residential Code, International Mechanical Code, International Fuel Gas Code, Uniform Plumbing Code, Washington State Energy and Ventilation and Indoor Air Quality Code, Uniform Housing Code, Uniform Abatement of Dangerous Buildings Code, Edmonds Community Development Code, State Historic Building Code, State Amendments to the International Codes and City Ordinances.
- United States Gypsum Manual, National Design Specifications, Western Woods Use Book, Load and Resistance Factor Design, UL Directories, Floor Plain Management and Construction, ASTM Standards, NFPA Standards, ASCE Standards, ANSI Standards. And other standards and manuals - applicable to building construction.
- City Disaster Plan and Response Procedures.
- Construction methods, standards, alternate designs and field inspection procedures.
- Building Division Administration procedures.

### **ABILITY TO:**

- Analyze and interpret construction plans, specifications, soils reports and engineering calculations.

- Communicate tactfully and effectively, orally and in writing; communicate effectively with staff, developers, contractors, architects, engineers and the general public.
- Utilize advanced geometry, algebra, general math skills.
- Pay attention to detail using good organizational and supervisory/management skills, work independently, analyze situations accurately and adopt effective courses of action.
- Operate a personal computer, use word processing, spreadsheet, AutoCad and Visio software programs.
- Establish effective working relationships with land development professionals, the public and other City Departments.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: A bachelor's degree in architecture, engineering, building or construction technology or a related field and five years of experience in Building Codes Administration and Plan Review and Inspection.

**LICENSES AND OTHER REQUIREMENTS:**

- Valid Washington State driver's license.
- ICC certified Building Plans Examiner.
- ICC certified Building Inspector.
- Must be able to pass a background check.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work.
- Adverse weather conditions.
- Noise from equipment operation.
- Regular exposure to fumes, dust and odors.

**PHYSICAL ABILITIES:**

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard and survey tools.
- Seeing to read a variety of materials and conduct inspections.
- Climbing ladders and working on scaffolding.
- Walking over rough or uneven surfaces.
- Kneeling, bending, crouching and crawling.
- Reaching overhead, above the shoulders and horizontally.

**HAZARDS:**

- Working on ladders or scaffolding at heights.
- Working around and with machinery having moving parts.
- Contact with dissatisfied or abusive individuals.

**NOTES:** Pursuant to the Immigration Reform and Control Act, all new employees must present acceptable documents verifying identity and authorization to be employed in the United States. All applicants **please note** that full time or regular part time employees of the City of Edmonds do not participate in the Social Security program. For information on how this may affect your

retirement benefit, please call Social Security at 1-800-772-1213 or go online at [www.socialsecurity.gov](http://www.socialsecurity.gov).

**Driver's Abstract:** A five-year driver's abstract is required for this position, to be submitted with the application packet.

**APPLICATION REQUIREMENTS:** A City application form is required for all city job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information such as resumes, letters of recommendation, etc., that will assist us in the review and selection process. Applications are available from the City of Edmonds, 121 5<sup>th</sup> Avenue North, Edmonds, WA 98020, 425-775-2525, or [www.ci.edmonds.wa.us](http://www.ci.edmonds.wa.us). Any individual requiring ADA accommodation during any part of the selection process should advise the City of the need.