



The City of Arlington announces an
Employment Opportunity:

BUILDING OFFICIAL

Starting Salary: \$83,149 - \$88,213 per year (Grade L, 2017 wages)
Department: Community & Economic Development
Classification: FLSA Exempt
Representation: Non-Represented
Closing Date: 4:00 p.m. on January 6, 2017

The Position:

Surveys and inspects private and public projects in the process of construction, alteration or repair for conformance with applicable code requirements, application of safe construction practices and other regulations or ordinances relating to the safety, health and welfare of the public. Work requires latitude and judgment in application. Failure to perform in an efficient and effective manner could have serious impact, particularly affecting the City's relationship with its citizens and with adherence to safe construction practices. This individual will supervise assigned employees. See official Job Description for more detailed information.

Requirements:

- U.S. Citizen or legally eligible to work in the United States.
- Valid Washington State Driver's License and driving record acceptable to the City.
- High School Diploma or equivalent.
- Two years of college level courses related to construction.
- Four (4) years of work experience in the construction field; municipal experience preferred.
- Or any combination of education and work experience that provides the applicant with the qualifications to perform the job.
- ICBO Certification as a Building Official
- Successfully pass WSP WATCH background check

Application and Selection Process:

Complete online [Application for Employment](#) and include cover letter outlining how your experience and training meets the requirements, resume, and current Driver's Abstract from Washington State Department of Licensing.

Materials may be submitted:

- By mail or in person at City of Arlington, HR Department, 238 N Olympic Ave, Arlington, WA 98223
- By email at hr@arlingtonwa.gov
- By Fax at (360) 403-4605

Tentative date for interviews will be Thursday January 12, 2017 and is subject to change. Candidates will be notified via email.

Questions can be directed to (360) 403-3614 or hr@arlingtonwa.gov

CITY OF ARLINGTON

JOB DESCRIPTION

Title: *Building Official*
FLSA: *Exempt*
Union: *Non-Represented*
Reports to: *Community Development Director*

Definition

This individual surveys and inspects private and public projects in the process of construction, alteration or repair for conformance with applicable code requirements, application of safe construction practices and other regulations or ordinances relating to the safety, health and welfare of the public. Individuals assigned to this classification normally perform independent fieldwork of a regular, recurring, new and complex nature. Work requires latitude and judgment in application. Failure to perform in an efficient and effective manner could have serious impact, particularly affecting the City's relationship with its citizens and with adherence to safe construction practices. This individual will supervise assigned employees.

Work is performed indoors as well as out-of-doors. A moderate amount of local traveling is involved in construction site visits and related activities. Incumbent is exposed to occasional inclement weather and the normal transportation and construction activity such as high noise levels, moving vehicles and machines, dust and mud, and traversing of exposed and sometimes insecure walkways and platforms. May wear protective clothing such as helmet and gloves, goggles, coveralls, and safety shoes. Work requires some exertion such as climbing and walking over rough surfaces and loose materials, crouching, stooping, bending and reaching, and lifting of light to moderately heavy items. Individual will be required to attend early morning and evening meetings.

Essential Job Functions:

- Plan, organize, and direct activities related to inspection and enforcement of building codes.
- Supervise, plan, organize, evaluate, and direct the work of assigned employees.
- Participate in the budget and annual goals and objectives for the City's building code enforcement functions.
- Maintain addressing maps and coordinates revision of addresses and street names as required.
- Administer and coordinate building and enforcement codes, regulations, and activities with other city departments, other local jurisdictions, and regional, state, and federal agencies.
- Coordinate with the City Attorney regarding violations and appeals.
- Review and analyze building plans for compliance with city, local, regional, state and federal requirements.
- Approve or deny permits, conduct inspections, issue work correction or stop notices, determine which legal and regulatory procedures apply to the project and provide professional building and code enforcement advice and assistance to project applicants, concerned members of the community, reviewing bodies and agencies.

- Review and recommend changes/additions to City building codes to the City Council as required.
- Review special permit and license applications pertaining to building permit, business licenses, demolition permits and approve those permit applications under the incumbents jurisdiction.
- Implement effective procedures for reviewing and processing building plans and construction to assure compliance with the City building codes, zoning ordinances, and other regulatory requirements.
- Inspect buildings in the process of construction, alteration, or repair to determine compliance with building, fire and zoning codes for the application of safe construction practices.
- Guide clients toward accomplishment of code goals.
- Enforce ordinances and regulations firmly, tactfully and impartially.
- Create reports and keep appropriate records of all inspection and enforcement activities pertaining to building code related projects.

Required Knowledge, Skills and Abilities

- Knowledge of the field of assignment and physical ability sufficient to perform thoroughly and accurately the full scope of responsibility as illustrated in the above.
- Knowledge of all types of building construction, material, and methods along with the ability to detect structural faults, and of the stages of construction when violations and defects may most easily be observed and corrected.
- Thorough knowledge of structural, plumbing and mechanical fields of applicable codes, regulations and building plans.
- Complete knowledge of the International Building Codes and applicable City, State and Federal regulations pertaining to residential and commercial construction.
- Ability to enforce building codes and regulations with tact, firmness, and impartiality in stressful situations.
- Ability to read and interpret building plans, specifications, engineering calculations, blueprints, and compare them with the construction in progress.
- Ability to clearly and efficiently communicate and establish and maintain effective working relationships with contractors, architects, engineers, co-workers, supervisors, elected officials, other agency officials and the general public.
- Requires the skills and professionalism to provide high quality customer service.
- Requires arithmetic ability utilizing decimals and percentages and the ability to reconcile numbers.
- Ability to manage multiple projects and tasks.
- Ability to establish and maintain positive relationships with co-workers, supervisors, elected officials, customers, and the public.
- Ability to effectively supervise employees.
- Visual and manual dexterity to operate computers and other standard office equipment.
- Physical ability sufficient to visit development sites, leased sites and other sites, to walk on all types of terrain and be outdoors in all types of weather conditions.
- Ability to occasionally lift up to 25 pounds; requires occasional bending and stretching and the ability to sit for long periods of time.

Qualifications

- Must be U.S. Citizen or legally eligible to work in the United States.
- Valid Washington State Driver's License and driving record acceptable to the City.
- High School Diploma or equivalent.
- Two years of college level courses related to construction.
- Four (4) years of work experience in the construction field; municipal experience preferred.
- Or any combination of education and work experience that provides the applicant with the qualifications to perform the job.
- ICBO Certification as a Building Official
- Successfully pass a WSP WATCH background check.

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.