PART-TIME BUILDING OFFICIAL/COMBINATION INSPECTOR

Come to the "Edge" and join our team! If you're looking for a small organization seeking to maximize the strengths of each of its employees...look no further!

A Little About Who We're Looking for...

Our ideal candidate would be the Acting Building Official in the Building Official's stead. Someone to perform plan reviews and inspections of commercial, residential, and public buildings to ensure compliance. In addition to technical code interpretation skills, this individual will bring strong leadership and project management skills to the Building Division.

We've All Had That Job

Where just the thought of spending another eight hours there made you brainstorm new excuses for calling in sick. With the boss who took micromanaging to the next level, claimed credit for everything you did, then landed a sweet promotion because of it. Where nothing you said made any difference to any one, because you were basically an invisible seat warmer, an easy to replace name on an org chart.

Yeah No, That's Not Us

In Edgewood we discovered happy employees tend to stick around, so we thought "hey lets fill our positions with great people, then keep them happy so we don't have to fill their position for awhile." What does that look like? Well, here you have a voice, and you're encouraged to use it because we believe your opinion matters, people bring their dogs to work, & the Mayor BBQ's on Fridays, just to name a few. Lets face it, we spend a 1/3 of our lives at work, why should we waste it being unhappy? We're basically a quirky family so when it comes to adopting new employees, we're picky. You have to be able to laugh at yourself, sure we're serious when we need to be, but if you can't laugh, we just can't have you. You can't be "that's not my job" guy, we're a small city, we ALL do things outside our job description from time to time, but we do it because we love where we work and we enjoying being part of this team. Last and most importantly we're serious about our goals, passionate about our work, and dedicated to this little fast growing city that we all know and love.

Intrigued? Of course you are. Keep reading for more information.
Part-Time Building Official/Combination Inspector – Job Description

Department: Community & Economic Development  
Salary Range: $46.10 - $52.39/hr.

Opening Date: 03/05/2020  
Closing Date: Open until Filled

First Review:

This position is a part-time, non-union, FLSA exempt position.

GENERAL SCOPE OF WORK

The Part-Time Building Official/Combination Inspector performs plan reviews and inspections of commercial, residential, and public buildings to ensure compliance with adopted local municipal building codes. Responsibilities include reviewing various plans for building code compliance; processing building permit applications; advising the general public on matters relating to construction; providing technical information to architects, engineers, contractors, and other persons; administration and enforcement of building codes, city ordinances, local amendments, or other applicable regulations; providing expert advice and policy recommendations to the Community Development Director, Mayor and City Council; and assist the Building Official plan, organize, direct, and control all activities of the Building Division. The Part-Time Building Official/Combination Inspector will function as the Acting Building Official in the Building Official’s stead. In addition to technical code interpretation skills, the ideal candidate would bring strong leadership and project management skills to the Building Division.

Due to the limited number of City staff, each staff member is expected to perform a wide range of office and field duties. The City of Edgewood is an at-will employer and all staff members serve at the pleasure of the Mayor.

SUPERVISION

This position performs a wide range of cross-functional office duties, teaming with all departments at City Hall and reports to the Building Official. Work is also performed under limited supervision of the Mayor, Community and Economic Development Director, and other Executive Staff Members. This position requires a high degree of independent judgment, initiative, and discretion. Supervision of others is also required.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. 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. Reasonable accommodations may be made to enable performance of these essential job functions.

2. Assures compliance with codes through inspections, correction notices, and enforcement actions; assist general public and design professionals in the requirements, interpretation or explanation of the City codes; re-inspect as needed to assure compliance.
3. Reviews construction plans and details on commercial, industrial, and residential projects; determines standards/codes compliance and identifies critical details for field investigations; attends pre-construction meetings.
4. Develops and maintains working relationships with other departments, developers, contractors, local agencies and the general public. May make presentations to community groups.
5. Coordinates efforts with other departments to ensure appropriate action and uniformity of interpretation, application and enforcement of regulations, standards, and codes.
6. Issues stop work notices for non-conforming building activities; determines if corrections are required and ensures conditions are in compliance.
7. Conducts other inspections including final inspection on structures for occupancy approval, fire damage inspection, and expired permit inspection. Prepare related records and reports.
8. Direct the development and maintenance of systems and records that provide for the proper evaluation, control, and documentation of assigned operations for the division.
9. When directed, assume responsibility for all division services including establishment of division goals, objectives, policies and priorities related to enforcement of the model codes relating to residential, commercial and industrial buildings and structures and administers policies and procedures.
10. Review current trends and developments in the field of construction and applicable codes, ordinances, and state law. Prepares revisions to codes, ordinances, and other local regulations as necessary. Reviews ordinances issued by other departments and divisions that may impact the Building Division.
11. Respond to and resolves difficult and sensitive inquires and requests from members of the public, city employees and officials of the city or outside organizations.
12. Manage complex assignments independently and make decisions or recommend course of action based on knowledge and established procedures.
13. Analyze, interpret and accurately check complex building plans, calculations, and specifications in order to interpret, apply, and enforce applicable building codes, ordinances, and regulations.
14. Maintain, disclose and destroy public records in accordance with the requirements of the WA Public Records Act and WA State Archives retention guidelines.
NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:
To perform this job successfully, the person in this position must be able to perform each Essential Job Function. The requirements listed below are representative of the knowledge, skills, and abilities necessary to meet the minimum qualifications for this position.

2. Thorough knowledge of building construction, on-site inspections, building cost estimating, construction contracts, materials, methods, engineering practices, construction phases, and their relationship to an effective enforcement program.
3. Knowledge of effective managerial principles, practices and methods, including budgeting and cost control methods.
4. Knowledge of principles, practices, methods and techniques of reviewing building plans and specifications.
5. Knowledge of state-mandated procedures and timeframes for project permitting.
6. Knowledge of and ability to use or apply computer technology and software applications related to community development, e.g., permit tracking systems.
7. Ability to establish and maintain effective working relationships with builders, developers, elected officials, staff, and the general public.
8. Ability to plan, organize and direct a coordinated approach to complex processes and to evaluate operations and develop and implement corrective action to resolve problems.
9. Ability to plan, organize, coordinate, assign and evaluate the work of subordinate staff.
10. Ability to plan, direct and organize assigned work programs including monitoring work schedules, legal requirements and progress reviews.
11. Ability to communicate effectively, both orally and in writing, with individuals and groups regarding complex and sensitive issues or regulations.
12. Ability to utilize verbal, written and graphic skills to communicate information and advice effectively to a wide variety of people and officials.
13. Ability to interpret plans and administer ordinances and regulations firmly, tactfully and impartially while maintaining a positive relationship with the public.

MINIMUM QUALIFICATIONS/ACCEPTABLE EQUIVALENCY:

Required
A bachelor's degree in architecture, engineering, building construction, or related area of study in addition to seven (7) years of increasingly responsible work experience in building code enforcement as an inspector, plans examiner, or comparable private sector position and three (3) years of supervisory experience.

OR
Certification as a Building Inspector, Plans examiner, or both in addition to ten (10) years of increasingly responsible work experience in building code enforcement as an inspector, plans examiner, or comparable private sector position and three (3) years of supervisory experience.

OR
Any equivalent combination of education and experience that provides the applicant with the necessary knowledge, skills, and abilities required to perform the essential job functions.

**AND**

The ability to obtain, and maintain a valid Washington State Driver’s License throughout employment, and documentation to fulfill the requirements of the Immigration and Nationality Act within 3 days of employment.

**Preferred**


**SPECIAL CONSIDERATIONS**

The incumbent will be joining an organization with approximately 20+ full-time positions. As a small and nimble organization, the City of Edgewood needs to hire and retain individuals interested in working with a small team. All employees of the City of Edgewood are expected to uphold and exhibit the City’s shared employee values of Knowledge, Respect, and Integrity. A hiring objective for this position is to find an employee that will be competently qualified and interested in the work diversity offered by a full-service municipal corporation operating with a limited budget and staffing.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential job functions. The work environment characteristics described herein are representative of those an employee may encounter while performing the essential functions of this position.

While performing the duties of this job, the employee is required to stand, walk, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. The employee is occasionally required to sit, climb stairs, talk, and hear. The employee may occasionally be required to lift or move up to 35 pounds with or without a reasonable accommodation. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

Work is conducted primarily in an office setting, but may include time in the field under a variety of weather conditions. Duties are usually performed alone, but are also performed as part of a work team. Attendance at some evening meetings may be required. The work environment is fast-paced and moderate to very noisy.

**ACKNOWLEDGEMENTS**

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.
EQUAL OPPORTUNITY EMPLOYER - AMERICANS WITH DISABILITIES ACT
The City of Edgewood is an Equal Opportunity Employer. Women and minorities are encouraged to apply. Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description does not constitute a contract or agreement for employment. It is subject to change by the City as the needs of the City and requirements of the job change.

The City of Edgewood is a Drug Free workplace and an Equal Opportunity Employer.

APPLICATION SUBMITTAL
If you meet the minimum qualifications and are interested in applying for this position, please email your application packet consisting of a cover letter, resume, signed EOCC statement, and signed job description to: humanresources@cityofedgewood.org.

Application packets may also be sent to the City of Edgewood via regular mail to the following address:

City of Edgewood
Human Resources
2224 104th Ave E
Edgewood, WA 98372-1513

Incomplete submittals will be disqualified. Only those applicants selected to move forward in the process may be contacted. Submittals will be retained in accordance with Records Retention practices. If you have questions regarding the application process, please contact human resources at 253-952-3299 or via e-mail at humanresources@cityofedgewood.org.

Applicant signature below constitutes the employee’s understanding of the requirements, expectations, essential functions and duties of this position.

________________________________________________________  __________________________
Name                          Date
CITY OF EDGECWOOD
Equal Employee Opportunities (EEO) Statement

The City of Edgewood provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics.

The City of Edgewood expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of City of Edgewood’s employees to perform their job duties may result in discipline up to and including discharge.

PLEASE READ CAREFULLY BEFORE SIGNING THIS STATEMENT

I authorize the City of Edgewood to investigate all statements in my submittal and to secure any necessary information from all my employers, references, and academic institutions. I hereby release all of those employers, references, academic institutions, and the City from any and all liability arising from their giving or receiving information about my employment history, my academic credentials or qualifications, and my suitability for employment with the City.

I understand that any offer of employment may be contingent upon the results of a medical examination and/or drug screening, background check and/or credit check which may be required by the City of Edgewood for specific positions, and that any offer of employment is contingent upon receipt of a satisfactory report concerning my academic credentials and employment references.

I certify that the information shown on the submittal is true and correct to the best of my knowledge. I further understand that any false or misleading statements will be sufficient cause for rejection of my submittal if the City has not employed me and for immediate dismissal if the City has employed me. I also authorize the City to supply information about my employment record, in whole or in part, in confidence to any prospective employer, government employer, or other party having a legal and proper interest, and I hereby release the City from any and all liability for its providing this information.

I understand that nothing in this employment submittal, in the City’s policy statements or personnel guidelines, or in my communications with any City official is intended to create an employment contract between the City and me. I also understand that the City has the right to modify its policies without giving me any advance notice of the changes.

No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the City unless it is made in writing and signed by the Mayor. I understand that if an employment relationship is established, I have the right to terminate my employment relationship at any time for any reason. I also understand that the City retains the right to terminate my employment at any time for any reason.

I hereby acknowledge that I have read and understand the preceding statement.

__________________________________________      ______________________
Signature of Applicant       Date