



BUILDING OFFICIAL

SALARY: \$95,794 – \$121,279 DOQ + EXCELLENT BENEFITS

The City of Tualatin, Oregon, is offering an excellent career opportunity for an experienced management professional to make a difference in our community by providing progressive, innovative leadership as Tualatin's new Building Official.

The Community

The City of Tualatin, population 27,500, is a dynamic, vibrant community ideally located just 12 miles south of Portland and 30 miles north of Salem, the state capitol. Situated at the intersection of Interstate highways 5 and 205, Tualatin is a short distance to adventure: skiing, snowboarding, and sledding on majestic Mt. Hood in the Cascade Mountain Range; family-friendly summer water activities on the central Oregon Coast; national-level wind-surfing or parasailing on the mighty Columbia River, while enjoying the striking natural beauty of Multnomah Falls in the Columbia Gorge National Recreation Area.

Tualatin's population is well-educated, diverse, and involved in community and school activities. There are excellent educational opportunities available to residents through the Tigard-Tualatin School District and numerous colleges and universities within easy commuting distance. Residents take great pride in and appreciate the amenities such as award-winning parks, unique shopping and dining establishments and a low tax rate.

The city features a balance of high-quality residential areas, along with multiple commercial and industrial zones. Tualatin is a mid-sized city with a big city attitude and spirit. Tualatin is one of Oregon's most livable cities; a 33-year Tree City USA, it has an extraordinary landscape, painted with charm, opportunity, and accessibility. The center of downtown is anchored by a public/private plaza project, Tualatin Commons, which consists of mixed-use buildings surrounding a three-acre public lake.



Large employers include Legacy Meridian Park Hospital and Lam Research. The Portland Trail Blazers basketball practice facility and the corporate headquarters of DPI Specialty Food Enterprises and Pacific Foods are examples of diverse enterprises in the city. Bridgeport Village and Nyberg Rivers are award-winning life-style centers, offering outstanding shopping and restaurant opportunities to the region.



The City of Tualatin Government

The City of Tualatin is organized under the Council/Manager form of government, with the City Manager serving as the administrative head of the organization. The current City Manager has served since December 2006 and is only the organization's fourth City Manager. The City has a history of progressive leadership with stable and civil governing bodies, and a commitment to improving the quality of life through well-managed, responsive city services, and a record of fiscal prudence.

The organization is made up of 19 divisions within nine departments responsible for all services except fire, which is provided through a special district, Tualatin Valley Fire & Rescue.

The Community Development Department is comprised of the Planning, Building, and Engineering divisions, led by the Community Development Director. The Building Official reports directly to the Community Development Director.





The Building Official

As the leader of the Building division, the Building Official is responsible for administering the City's Building Inspection and Plan Review programs. Specifically, the Building Division is responsible for reviewing building plans and issuing building permits for all structural, mechanical and plumbing applications. The Division coordinates permitting for all industrial, commercial and residential construction in the city. The Building Official is responsible for maintaining review timelines and processes to ensure that all building permits and projects follow required codes. The Building Official is also responsible for enforcement of building codes. This position supervises a staff team of three inspectors/plans examiners, two permit coordinators, and one code compliance officer.

The Building Official develops and fosters close relationships with contractors, developers, property owners and citizens to ensure that City staff delivers excellent service to customers. The Building Official collaborates with professionals in the Engineering, Planning and Economic Development divisions to ensure that development projects address all codes prior to completion.



What Makes This Position So Important?

Tualatin has a reputation for working collaboratively with real estate and development professionals. Tualatin has over 170 acres of vacant industrial and commercial land within the City limits and more than 300 vacant acres within its urban expansion areas.

Tualatin is committed to promoting economic development in the community by supporting the growth of existing businesses, offering opportunities to new companies that are attracted to the area, while advocating for safe, functional, high quality development for its residents and employees.

The Building Official will empower the staff to be professional, timely and creative in delivering service. As a medium-sized city, Tualatin offers an environment with ample opportunities to be nimble and innovative.



Priorities

- Work collaboratively with developers, real estate professionals, economic development, and other stakeholders to ensure safe, functional, and high-quality development within the City's urban growth boundary.
- Strong leadership and implementation of Diversity, Equity and Inclusion (DEI) initiatives of the City.
- As part of Tualatin's Community Development team, collaborate to foster a customer service environment that maintains Tualatin's reputation as a welcoming place to do business.
- Mentor and coach a team of dedicated staff who are committed to building a better Tualatin. Provide strong technical leadership and guidance and review work products to ensure success.
- Ensure the building division team offers solutions and helps customers achieve their goals. The Building Official will view his or her responsibility as a facilitator who assists customers in accomplishing their development projects, while upholding safety standards and promoting high quality development.



The Ideal Candidate

The ideal candidate will possess outstanding interpersonal skills and be politically astute with the ability to collaboratively guide building staff through issues important to the organization and community. The successful candidate will be an individual who is driven by the desire to maintain a high standard of excellence in customer service. The Building Official will have a thorough understanding of managing building inspection services and operations, including significant knowledge of the building code and innovations in the construction industry. The ideal candidate enjoys collaboration, leadership, guiding and motivating staff, and promoting professional development on their team.

The successful Building Official for the City of Tualatin will be a person who:

- Provides a high level of customer service and is viewed as approachable from both within the community and organization.
- Is a relationship builder, demonstrating the ability to develop trust and respect throughout the community.
- Has solid collaboration, leadership, and management skills.
- Fosters an environment of mutual respect with building inspectors, plans examiners, permitting staff, and code compliance professionals.
- Leads the Building division staff in a collaborative manner, yet possesses the ability navigate to a decision when necessary.
- Can work under the pressure of multiple deadlines and tasks and stay on top of projects, issues and priorities.
- Has experience with successfully facilitating online permitting technology with existing and new customers.

Has excellent communication skills; likes to listen and communicate with customers, staff and peers. Can make effective, professional presentations to the City Council on an occasional basis.

- Has a reputation for working ethically and with a high degree of integrity.
- Possesses high energy and sincerely enjoys inspection and plan review work.
- Represents the Division in a professional and caring manner.

The Building Division

The City of Tualatin Building Division has received the authorization through the State of Oregon to operate its own program of inspections, plan reviews, and permit issuance, with the electrical permits and inspections being contracted to Washington County. Oregon is unique in that the State must re-authorize this program by the building official submitting for review an operating plan, every four years. Tualatin also has contracted with the neighboring and smaller City of Durham to conduct their permit and inspection program. Tualatin completed and received approval for the current operating plan in 2019. The successful candidate should be able to prepare for this State program through budget preparations and record-keeping, strict adherence to State requirements for staff certifications, and clear procedural guidelines.

The Building Official will represent Tualatin at the local committee of building officials, which is recognized by the State of Oregon Building Codes Division (BCD) and State representatives of BCD. The monthly meeting addresses items of concern in the area especially related to implementing consistency in the application of building and building-related codes. The Building Official will need to effectively network with members of the committee, participate on, and lead the meeting when required.

The division is staffed with a Building Official, a Plans Examiner/Building Inspector III, two Building Inspector II's, one Building Inspector I, one Code Compliance Officer, and two Permit Coordinators. The division acts as the clearinghouse for many internal divisions such as planning, engineering, and parks, as well as for outside agencies. Currently our facility is closed to the public due to the current health crisis, but we continue to conduct business through electronic methods including Zoom and Teams meetings, Etrakit, Central Square Technologies, and Bluebeam.

KEY FUNCTIONS include: **Permitting**. Our division uses "ETtrakit" software to manage the permitting process. **Inspections** – both residential and commercial inspections are scheduled electronically (except for electrical inspections, which are handled completely by Washington County). **Code Compliance** – our compliance officer works hand in hand with our police department to manage complaints related to code violations. **Pre-Submittal Meetings** – participation with the developer, along with representative from other City departments, to screen the permit submittals for requirements and to ensure the construction process goes as smoothly as possible. Overall the Building Division is an integral part of the development process, in coordination with planning, engineering and other departments as relevant.



Minimum Qualifications

A minimum of ten years demonstrated progressively responsible professional experience in government building inspection/plan review services and five years in a supervisory capacity. Possession of, or the ability to secure, Oregon Code Certifications for the Oregon Inspector, Building Official, and Structural Plans Examiner and Inspector–A levels. Preferred certifications include Residential Structural Inspector and Plans Examiner, Mechanical, Plumbing, and Fire and Life Safety. An Associate's degree or equivalent, with an emphasis in building technologies, architecture or engineering from an accredited college or university, or any satisfactory equivalent combination of education and experience which ensures the ability to perform the work may be substituted.

Compensation and Benefits

Salary: This full-time position has an annual salary range of \$95,794 – \$121,279. Final compensation package is dependent upon qualifications.

Retirement: The City is a member of the Oregon Public Employees Retirement System. The City contributes the employee's portion (6%) to the system.

Deferred Compensation and Flexible Spending Accounts: The City offers voluntary deferred compensation programs through VOYA. The City also provides a 401(a) account into which an annual contribution is made of 1% of the employee's base salary. A voluntary flexible spending account program is available for un-reimbursed medical expenses, dependent care expenses, as well as health care premiums.

Insurances: The City provides life insurance and long term disability as well as offers comprehensive health plan options which require an employee co-pay.

Leave: Vacation accrual is based upon years of service. Sick leave accrues at the rate of 96 hours per year. There are eleven annual paid holidays, and two floating holidays. The position is also awarded 40 hours of administrative leave annually.

Miscellaneous: A city vehicle is available for city business during regular workdays. Reimbursement at the current IRS rate is provided for use of a personal vehicle used when attending off-hour events.



How to Apply

The City of Tualatin is an equal opportunity employer and is dedicated to a policy of non-discrimination. Apply online at <http://agency.governmentjobs.com/tualatinor/default.cfm> prior to the closing date/time.

If you need accommodation in the recruitment process, please contact Human Resources at 503.691.3022, or email to dbullard@tualatin.gov.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. The City will consider any equivalent combination of knowledge skills education and experience to meet minimum qualifications. If you think you are interested in applying, we encourage you to think broadly about your background and skillset for the role.