

CITY OF TUALATIN

Classification Description

Job Title: Building Official
Department: Community Development
Reports To: Community Development Director
FLSA Status: Exempt

SUMMARY: Manages the building inspection program, plan review process and permitting process of the City. Supervises division staff engaged in on-site inspection, plan review and clerical tasks. Coordinates work performed by consultants. Maintains review process to ensure that all building permits and projects follow required City processes and approvals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, other duties may be assigned:

Serves as the Building Official, performing all professional functions required by State law, City ordinances and codes.

Manages the building inspection program and plan review process of the City.

Supervises Building Construction Inspectors, Permit Technician and clerical staff of the division: interview, hire, and train employees; set schedules, assign employees, direct work and, appraise performance;

Counsel, motivate and discipline employees; address complaints and resolve issues.

Meets with consultants, engineers, architect and other members of the development community regarding plans, inspection results, code requirements, change requirements, etc., to ensure that projects are constructed in accordance with applicable requirements.

Reviews building permits and projects to ensure required procedures and approvals are completed in proper sequence. Ensures work is completed according to approved plans.

Reviews request for building permits and issues building permits.

Makes field inspections of projects to ensure compliance with the uniform building code, city development code, and planning standards.

Sets schedules of building valuations to determine basis for Building Permit fees.

Provides support to Citywide code compliance program; assists the Community Service Officer with code compliance efforts

Participates in design and preparation of plans and specifications for construction and/or modification of City-owned buildings.

Coordinates work with other divisions and departments of the City.

Reviews and implements changes in State Building Codes and procedures.

Projects revenues and expenditures for City building inspection/plan review program.

Prepares and monitors Building Division budget and long-term financial plan to support the program.

Confers with and makes recommendations to the Community Development Director.

Coordinates with other divisions within the Community Development Department and other departments within the City, as well as other governmental agencies on Building Division issues.

Attends City Council meetings and presents Building Division issues and recommendations for discussion and consideration

Attends various community meetings and present Building Division issues to a variety of community stakeholders.

Represents City at various outside agency hearings and meetings.

Drives to job sites, city facilities, vendors, training programs, and meetings as necessary.

Administers the building program for the City of Durham as described through an Inter Governmental Agreement.

SUPERVISORY RESPONSIBILITIES: Supervises employees in the Building Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; counseling, motivating and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs work flows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Cost Consciousness - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures.

Crisis Management – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Design - Generates creative solutions; Applies design principles; Demonstrates attention to detail. Makes use of manual and software design tools.

Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Managing People - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports

potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to a diverse audience.

Mathematical Skills: Ability to work with mathematical concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Independence of action is stressed. Assignments are general in nature requiring the application of technical skill and knowledge.

Certificates, Licenses, Registrations: Possession of or the ability to secure possession of, valid A-Level Plans Examiner Certification and A-Level Structural Inspection Certification from the State of Oregon.. Plans Examiner. Building Inspector Certification, Building Official Certification and Oregon Inspector Certification. A-Level Mechanical and/or Plumbing Certification are preferred and Fire Code certifications are preferred. The direct supervisor shall determine a reasonable time period for obtaining possession of required certifications. Possession of, or ability to obtain, a valid Oregon driver's license.

EDUCATION and/or EXPERIENCE: Education and experience sufficient to assure above certification requirements. Minimum two (2) years post- high school education, preferably with an emphasis on Building Technologies, Architecture or Engineering. Ten (10) years of progressively responsible experience in building inspection, and/or plan review including dealing with the public, scheduling work, and problem solving. Two years of full range supervisory experience. Any satisfactory equivalent combination of experience, education and training which ensures the ability to perform the work may substitute for the above.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee regularly lifts and/or moves up to 10 pounds and occasionally lifts and/or moves up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is normally located indoors in an office setting, with occasional exposure to outside weather conditions. The employee is occasionally exposed to moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; and risk of electrical shock. The noise level in the work environment is usually moderate. Employee must have the ability to attend night meetings and out of town meetings. Employee may be subject to continual interruption and may have occasion to deal with irate individuals.