

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Assistant Building Official  
Department: Community Development  
Division: Building  
Date: September 5, 2018

Job Code Number: 355  
Grade Number: 17  
FLSA Status: Exempt  
Location: City Hall

### **GENERAL PURPOSE**

Oversees and performs a variety of routine and complex technical work in the review and approval of plans and specifications, ensuring compliance with building, mechanical, plumbing and related code requirements and other regulations in the design and construction of building projects.

### **SUPERVISION RECEIVED**

Works under the general supervision of the Building Official.

### **SUPERVISION EXERCISED**

Exercises supervision over Plans Examiners, Building Inspectors I and II, ROW/Construction Inspectors, and other personnel as assigned.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures. Serves in the capacity of Building Official as necessary.

Selects, trains, evaluates and disciplines personnel, and resolves employee grievances. Determines work procedures, prepares work schedules and expedites workflow. Issues written and verbal instructions. Assigns duties and examines work for exactness, neatness and conformance to policies and procedures. Counsels employees to improve performance. Studies and standardizes procedures to improve efficiency of subordinates.

Works with the Building Official to maintain harmony among coworkers and resolve grievances; performs or assists subordinates in performing duties; addresses errors and complaints.

Participates in the development and administration of the Building Division's annual budget in areas of responsibility; participates in the forecast of funds needed for staffing, training, equipment, materials, supplies and projects.

Coordinates activities with Community and Public Works staff, other divisions and departments and outside agencies.

Reviews commercial and residential construction plans and engineering calculations of structural, mechanical and architectural components to ensure compliance with all applicable codes, and recommends method of compliance to meet the intent of each related item. Reviews building, site, utility and other plans to determine compliance with applicable codes, including the Spokane Valley Municipal Code and provides comments regarding necessary revisions. Reviews and evaluates proposed building plans and specifications/blueprints to insure that proposed construction complies with building, plumbing, mechanical, fire, environmental, flood hazard, design, energy, barrier free requirements, zoning, land use, and clearing, grading, and related codes.

Applies valuations and permit costs for new projects based on codes, regulations and policies. On occasion, performs residential, commercial and industrial on-site inspections at various stages of construction, alteration and repair to assure compliance with adopted City codes and ordinances, safety standards and state and national codes and regulations, including the International Codes and Uniform Plumbing Code. Writes detailed correction notices whenever code violations are discovered during inspections.

Assists architects, engineers, contractors and the public by discussing and explaining building code requirements; provides information regarding materials requirements, common building inspection processes and explains local ordinances.

Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

## **PERIPHERAL DUTIES**

Keeps abreast of trends and developments in the field of plan review and building inspection. Recommends and implements changes to programs in areas of responsibility in response to changes in state legislation and protective codes.

Serves as a member of various staff committees as assigned.

Performs other similar and related duties as assigned.

## **DESIRED MINIMUM QUALIFICATIONS**

### **| Education and Experience**

- A. Graduation from a standard senior high school or GED equivalent; supplemented by two (2) years of post-secondary college or technical instruction in building technology, construction management, mechanical, plumbing or building construction; and
- B. Five (5) years of experience in general construction or related fields; or

- C. An equivalent combination of education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties and responsibilities listed above may be considered.

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- A. Thorough knowledge of International Codes and Uniform Plumbing Code, and skill in applying that knowledge; working knowledge of zoning and land use regulations.
- B. Ability to establish effective working relationships with employees, contractors, developers, architects, engineers, owners and the general public; ability to read and understand complicated plans and blueprints; ability to communicate effectively verbally and in writing.
- C. A key value of the city is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with the employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

## **SPECIAL REQUIREMENTS**

Must possess a valid State driver's license or have the ability to obtain one prior to employment; Minimum certification at the time of employment: ICC Building Plans Examiner, ICC Building Inspector; ICC Building Official certification preferred at time of employment, required within one year of employment.

Other desired certification: ICC Accessibility Inspector/Plans Examiner, ICC Fire Inspector, ICC Mechanical Inspector, ICC or IAPMO Plumbing Inspector.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and permitting software; general office equipment.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The functions are mostly sedentary but may involve some amount of time standing, stooping, kneeling, bending, lifting, walking, carrying, and reaching, while filing and other duties. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Extensive wrist and hand movements related to computer keyboard, calculator, 10-key, copier, and typewriter work.

Employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust and focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions, or airborne particles.

The noise level in the work environment is usually quiet in the office, and moderate in the field.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above 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.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approval: \_\_\_\_\_  
Human Resources Manager

Approval: \_\_\_\_\_  
City Manager

Effective Date: September 5, 2018

Revision History: