

**Walla Walla County  
Position Description**

**JOB TITLE:** Building Official/Fire Marshal

**DEPARTMENT:** Community Development

**REPORTS TO:** Community Development Director

**PAY GRADE:** 7, Full-time (40 hours/week), Benefits Apply, FLSA Exempt, Non-Union

**JOB SUMMARY:** Manages the Building Division that has responsibility for safety and health oversight relative to the building/construction environment and the efficient delivery of those services. Develops policies to implement goals of the Division and Community Development Department that are consistent with federal, state, and local regulations. Establishes, follows and institutes procedures to assure compliance with County policies and Department goals and objectives.

**SUPERVISORY RESPONSIBILITIES:** Provide day-to-day supervision and management of Building Division staff including Building Inspectors, Plan Examiners, the Permit Coordinator, and support staff. Oversees, plans and manages training, conducts work assignments and performance evaluations, and makes hiring and disciplinary recommendations.

**ESSENTIAL FUNCTIONS:**

- Develop and recommend goals and objectives for the Division that provide conformance to County policies and Commissioners' directives, and to ensure adherence to local, state and federal regulations.
- Develop, recommend and implement programs and operational procedures for the Division necessary to accomplish Department goals and objectives.
- Implement service standards for Division functions that reflect commitment to the Mission Statement of the Department.
- Supervise and manage activities and performance of Division staff. Provide training, work assignments, and performance reviews of subordinates. Make hiring, disciplinary and termination recommendations to the Director.
- Oversee the permitting, plan review, inspection and enforcement activities of the Division.
- Serve as the County Fire Marshal for administration and compliance of fire code.
- Perform complex reviews of submittal documents to assure structural and non-structural elements of plans and specifications conform to building code requirements prior to permit issuance.
- Represent the Division either directly or through reports at County Commissioners' proceedings and community meetings, and to customer groups, media companies, civic organizations and other outside agencies.

**EXAMPLE OF DUTIES:**

- Participate in development and monitoring the Community Development Department budget through review of past expenditures, determination of future needs, and management of material and manpower resources. Review requisitions of material goods and services and approve expenditures based upon budgetary guidelines.

- Research, develop, and implement public education and public relations programs with respect to building code issues and activities.
- Continuously monitor and modify County Building Division policies and procedures to provide ongoing, up-to-date conformance to State adopted regulations, amendments, and mandates.
- Provide assistance and guidance to architects, engineers, building contractors and the general public in the interpretation and application of the building, plumbing, mechanical, fire, energy, and other adopted codes and standards. Resolve disputes between the Division, contractors, and/or design professionals as needed.
- Provide back-up for field inspection on commercial and residential projects during times of understaffing or when unusual or contested code conformance issues occur.
- Direct the operation of the permit center. Coordinate the integration of non-departmental requirements impacting building permit approval with outside agencies and departments.
- Oversee the review building permit applications for completeness and the issuance of permits.
- Oversee and or approve the verification of project completeness prior to the preparation and release of Certificates of Occupancy.
- Develop forms and informational pamphlets and guidelines for customer use to expedite application preparation and processing and to reduce conflicts and confusion regarding code requirements.
- Respond to customer questions and requests for assistance.
- Develop, organize, direct and execute necessary record keeping practices.
- Direct timely, efficient and fair actions to assure compliance to building and fire regulations when conventional enforcement actions are ineffective.
- Represent the County as needed in legal matters in support of County enforcement practices and in the pursuit of gaining conformance to building and fire codes requirements.
- Facilitate, and direct interaction between County Fire Districts and Building Division staff to assure enforcement of fire codes, safe maintenance of existing buildings, and implementation of State and local open burning regulations.
- Special projects and other duties as assigned.

**EQUIPMENT TO BE USED:** Operate a variety of office machines, including personal computer, fax machine, typewriter, copy machine, and others. Operate a motor vehicle, digital camera, and miscellaneous field inspection devices and equipment.

**WORKING ENVIRONMENT / PHYSICAL ABILITIES:** Position requires driving, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing/listening, seeing/observing. Position will require exerting up to twenty (20) pounds of force occasionally, and/or up to ten (10) pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time.

**KNOWLEDGE AND ABILITIES:**

- Knowledge of applicable federal, state and local laws, codes, ordinances, policies and procedures related to building inspection and code compliance.
- Knowledge of design and engineering principles and practices.

- Knowledge of report preparation and records maintenance procedures.
- Knowledge of interpersonal skills.
- Knowledge of County organization, operations, policies, and objectives.
- Knowledge of operations of a computer and related permitting software.
- Ability to read, interprets, apply, and explain regulations, codes, plans, policies, and procedures.
- Ability to provide information and technical assistance to builders, engineers, architects, developers and the general public relating to code standards.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to prepare clear and concise correspondence and written materials.
- Ability to work independently with little direction.
- Ability to perform essential functions of the positions.
- Ability to use tact and diplomacy in dealing with the public.

**EDUCATION AND EXPERIENCE:** Five (5) years of specialized/technical training and/or experience in building inspection and in the application and use of the Uniform or International Building Codes. Three (3) or more years' experience as a building official; OR a bachelor's degree in architecture, Structural Engineering, Construction Management or related field; OR a combination of education and managerial/supervisory experience demonstrating equivalent administrative ability and code knowledge. Supervisory experience gained in the construction industry maybe substituted for a portion of required training in building inspection.

**LICENSES AND OTHER REQUIREMENTS:** A minimum of three ICC certifications required at the time of hire, which must include one in building inspection and one in plan review. Certification as a building official is required within one year of employment. Valid driver's license is required. Must successfully pass a background check and a driving record check.

**THIS POSITION DESCRIPTION DOES NOT CONSTITUTE A CONTRACT FOR EMPLOYMENT.**