

ORGANIZATION:	City of Sherwood	DATE: 2010
LOCATION:	Sherwood, Oregon	
DEPARTMENT:	Building	
FLSA STATUS:	Exempt	
JOB TITLE:	Building Official – Pay Group F	

PURPOSE OF POSITION:

Coordinates, supervises and administers the activities of the Building Department, including but not limited to plan reviews, on-site inspections, issuance of building permits, preparation of required reports, and ensuring compliance with applicable building and planning regulations. Perform the duties of the Building Official as outlined in the Building Department Operating Plan.

ESSENTIAL JOB FUNCTIONS:

Review building plans, issue permits, and inspect permitted construction projects to ensure compliance with applicable codes.

Coordinate with City Staff, consultants, engineers, builders, developers, architects, and the public as necessary regarding building plans, inspection results, and code requirements. Attend pre-construction meetings.

Issue stop work orders, levy fines, and take other appropriate action as authorized where construction is not permitted or contravenes issued permits or applicable codes.

Assist with the selection, training, supervision, evaluation, discipline and discharge of staff as needed.

Coordinate activities with other department staff and other City departments that may be concerned or affected by building projects, typically including the Engineering and Planning Departments.

Review applicable changes in building codes and State Statutes; attend building-related meetings as necessary (i.e. OBOA, Tri-County Service Center).

Prepare and implement appropriate amendments to City ordinances, plans and policies.

Input data on inspections and approvals into permit tracking system.

AUXILIARY JOB FUNCTIONS:

Assist in developing and implementing goals, operational policies and programs for the department, including preparation of any annual budget, and may act for the Building / Planning Director in his or her absence.

Maintain all building records, code books and manuals as required by State Statutes, City Operating plan, and policies.

Perform similar and incidental duties as required. Participate in training for computer software, maintain proficiency on permit system.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

RESPONSIBILITIES: The goal of the City of Sherwood Building Department is to safely and efficiently regulate building within the City by enforcing all adopted building, life safety, plumbing, planning and other applicable codes and ordinances. Position is responsible for providing accurate and timely services of plan

review, administration, and inspection, ensuring the efficient and safe development of building and other structures in the community. Must perform his or her duties in a manner that reflects positively on the City and the department, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of building concepts, principles, techniques and practices; laws, codes, rules, regulations and ordinances applied to building departments; and, governmental and legal procedures. Considerable knowledge of budgeting and building-related record keeping requirements. Equivalent to a complete four year university education in applicable discipline and over five years professional building experience or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Possession of Oregon State Building Official, Level A Plans Examiner and Level A Structural Inspection certificates.

DESIRABLE REQUIREMENTS: Possession of Level A Mechanical and Plumbing certificates. Experience in a senior and independent supervisory capacity with a municipal building code agency preferred.

PHYSICAL DEMANDS: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds while responding to non-routine situations. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized equipment.

WORKING CONDITIONS: Approximately 35% of the work period takes place outdoors with exposure to all weather conditions, at work sites with exposure to noise levels which may require hearing protection, chemicals, dirt, dust, fumes, confined spaces, etc. The remainder of the work period occurs under usual office working conditions where the noise level is typical of most office environments with telephones, personal interruptions, and background noises. Regular hours of work may be adjusted from conventional "8 to 5" to better serve department clients, such as builders and contractors. Frequent opportunity and requirement to interact with City employees, elected and appointed officials, the general public, all levels of government agencies, builders, engineers, planners, developers, and other individuals and groups doing business with the City. Contacts are frequently complex and of an adversarial and stressful nature. Must be able to communicate effectively, both orally and in writing, work effectively in a community of diverse interest, respond to rapid changes in priorities and community needs, and deal patiently, courteously, accurately, and conscientiously with all parties.

SUPERVISORY RESPONSIBILITIES: Responsible for seldom over two FTE. May provide training and orientation to volunteers, temporary contracted staff, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the direction of the Community Development Director.