

## CITY OF MOUNT VERNON

### Job Description

**JOB TITLE:** Building Official  
**DEPARTMENT:** Development Services  
**CLASSIFICATION:** M-2, Exempt  
**Monthly Salary Range:** \$6,797 to \$7,931  
**UNION:** Non-union

**All Applicants must complete the Building Official Supplemental Questionnaire located at the end of this document.**

#### **JOB SUMMARY:**

This position oversees the operation of the Building and Code Compliance Division, and Facility Maintenance Division. This position is responsible for the administration, enforcement and interpretation of state and local building codes as well as specific provisions of the Mount Vernon Municipal Code. Collaborates and coordinates with the Development Services Director to direct staff actions that relate to day-to-day maintenance actions, planned/preventative maintenance and facility renewal activities for City Hall, Library, Municipal Court & Police Campus, three Fire Stations, Public Works Building and Kincaid Holding. This position is supervised by the Development Services Director.

#### **EQUIPMENT AND JOB LOCATION:**

This position is situated in a fast-paced office environment, but will also be required to perform fieldwork within the improved areas of the city. Much of the office time is spent at a computer station conducting plan review, professional research and/or correspondence. The standard equipment used in this position includes, but is not limited to, transportation vehicles, tape measure, pipe locator, pressure gauges, testing equipment, engineering calculator, personal computer, copier, scanner and basic office equipment.

#### **ESSENTIAL FUNCTIONS:**

1. Administers and interprets the Building, Plumbing and Mechanical Codes as well as state and federally mandated Barrier Free, Energy, Flood and Manufactured building regulations. The City of Mount Vernon Municipal Code and the Washington State amendments;
2. Provides supervision and leadership to the Building/Code Compliance Division and General Facilities staff;
3. Formulates and manages division budgets and expenditures based on division staffing levels and estimated cost of operation. Prepares revenue details based on anticipated construction levels for inclusion in the budget, recommend permit and review fees;
4. Evaluates and coordinates with the director on training opportunities, equipment and tools to improve technical abilities as needed;
5. Collaborates and coordinates with the Director on Facility Renewal Projects development and execution to include RFP/RFQ products;
6. Performs plan review of commercial and residential projects utilizing electronic permit review and BlueBeam plan review software;
7. Performs building inspections of commercial, industrial and residential projects;
8. Writes policies for the Building Division pertaining to operations and/or procedures.

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9. Provides pertinent information and code interpretations to contractors, architects, engineers and the public relative to applications, submittal requirements and issuance of building permits;
10. Review State Building Code, proposed new code provisions and new legislative bills for enforcement reality and compatibility with City ordinances and codes;
11. Assemble data and prepare periodic and special narrative and statistical reports.
12. Coordinates and assists other City departments with projects and special assignments;
13. Provides excellent customer service to the patrons of the Development Services Department.

#### **EXAMPLES OF WORK PERFORMED:**

1. Maintains the Community rating system program (CRS) through National Flood Insurance Program;
2. Oversees plan reviews and inspections performed by the Building Inspector;
3. Coordinates and collaborates plan review and inspections with the Engineering Manager, Senior Planner, Fire Marshall, Planning Coordinator and Permit Techs;
4. Represents the department at meetings at the request of the Director.
5. Assists potential developers, architects, engineers, builders and the public with projects and helps them realize the finalization of their projects within the proper codes;
6. Assigns street numbers or addresses to all buildings or properties within the city and the city's urban growth areas.
7. Responds to complaints, investigates code compliance issues from the building community and/or public in a timely and professional manner;
8. Other duties as assigned.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Must have a thorough knowledge of the building permit application process that includes having a thorough knowledge of building, mechanical, plumbing, barrier free and fire codes.
2. A working knowledge and understanding of civil and structural engineering principles.
3. Must have the ability to read and interpret blueprints, structural calculations, construction specifications, energy code compliance forms and other documents relative to approval of building permit applications.
4. Ability to use Computer and up-to-date software applications.
5. Ability to understand and use e-permit software and electronic plan review (BlueBeam) software tool/system.
6. Must have excellent customer service and interpersonal skills.
7. Must have excellent written and verbal communication skills and the ability to communicate professionally and courteously with permit holders, contractors, the public and City staff.
8. Must be able to demonstrate sound judgment.
9. Must be able to work under pressure and deadlines.
10. Must have strong administrative skills and be able to manage the operations in the most efficient and professional manner.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS:**

Field environment will require exposure to weather, including all types of inclement weather

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and a wide temperature range. In addition to environmental exposures, this position will have to maneuver on and through all types of terrain, including asphalt-paved surfaces, gravel surfaces, and bare earth. Most fieldwork is performed at a construction site; may on occasion, lift, bend, and climb stairs, ladders and possibly scaffolding. Fieldwork also involves driving a car or van. This position is exposed to a moderate to high probability of physical hazards associated with building/construction sites, such as falling objects, loose footing and construction equipment. Must be able to monitor radio and be attentive to safety warnings on building sites. Must be able to wear and work with applicable safety equipment. Work performed in the office includes prolonged sitting and standing.

#### **QUALIFICATIONS:**

1. Certification as a Building Official by the International Code Council of Building Officials.
2. Minimum two years college education in architecture, engineering, construction management or a related field.
3. Do you have ten (10) years' combined experience in Building Plans Examination, Building Inspection and/or Construction Management including five (5) years of supervisory experience within a municipal or governmental agency
4. An equivalent combination of education and/or experience may be substituted that provides the knowledge skills and abilities to perform the essential functions of the position.
5. Must possess and maintain a valid Washington State Driver's License.
6. Must have a driving history acceptable to the City and must maintain an insurable driving record.

#### **APPLICATION PROCESS:**

This application process may or may not include a written and/or a practical test. Please send completed questionnaire to [mvhr@mountvernonwa.gov](mailto:mvhr@mountvernonwa.gov). Please apply online at: [www.mountvernonwa.gov](http://www.mountvernonwa.gov). Interviews will be scheduled with the most qualified candidates.

**The City of Mount Vernon provides and enforces a drug free workplace and maintains a smoke free work environment. The City of Mount Vernon is an Equal Opportunity Employer.**

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## Building Official Supplemental Questionnaire

1. What about working with the City of Mount Vernon Development Services team appeals to you?
2. Why is this position the next right step in your career?
3. Do you have ten (10) years' experience in Building Plans Examination, Building inspection and/or Construction Management including five (5) years of supervisory experience?  
 Yes    No
4. Do you have a Bachelor's degree in architecture, engineering, construction management or a related field? (Note: This is preferred, marking 'no' will not disqualify you.)  
 Yes    No
5. Do you have ICC Certification as a Building Official?  
 I currently possess an ICC Certification as a Building Official.  
 I do not currently have an ICC Certification as a Building Official.

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6. A requirement for Building Official is to have both the International Code Council (ICC) Building Plans Examiner certification and the ICC Building Inspector Certification. Please indicate your current level of certification.

I currently have the ICC Building Plans Examiner certification.

I currently have the Building Inspector certification.

7. Describe your work experience in Building Plans Examination, Building Inspection and/or Construction Management. Please include employers, duties and dates.

8. Describe your experience ensuring residential and commercial buildings are permitted.

9. Describe your experience resolving unusual or difficult situations regarding inspections and approvals.

10. Describe your supervisory experience; please include the number of staff you were responsible for and the number of staff you directly supervised.

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