

CITY OF TOPPENISH Class Specification

Title: BUILDING OFFICIAL/
ZONING ADMINISTRATOR

Department: Building/Planning

FLSA Status: Exempt

Reports To: City Manager

Effective Date: June 1, 2018

General Summary

Direct and manage the planning and building-safety operations of the city. Perform a variety of services related to planning, development, and building. Review building plans, issue building permits and perform inspections in accordance with applicable laws and zoning regulations. Interpret and explain the municipal code, building, plumbing, mechanical and other related codes/laws to customers. Coordinate building and zoning activities with other City departments.

Essential Functions/Major Responsibilities of the Position

- Responsible for the management and operation of two distinct City activities including budget and program planning, implementation and evaluation.
- Coordinate zoning, land-use, and building activities with other city departments.
- Supervise assigned personnel or contracted services.
- Provide recommendations and participate in development of new policies, procedures, and ordinances to remain in compliance with regulatory agencies and protect the health and welfare of the public.
- Maintain a positive and cooperative working relationship with homeowners, property owners, business owners, contractors, architects, engineers and other while enforcing various codes and regulations with areas of responsibility.
- Attend both day and evening meetings and public hearings.
- Manage and direct emergency building damage assessment inspections as part of the City's Emergency Management Plan. Serve as Flood Damage Prevention Administrator.
- Represent the City to community groups, City task forces, committees, boards and outside agencies as assigned by the City Manager.
- Actively support the vision, mission, values and goals of the City.
- Develop and recommend ordinance, policy, procedure or process changes for the effective management of assigned functions.
- Accurately analyze complex issues in high pressure situations, make effective decisions and adopt effective courses of action.
- Demonstrate positive and effective interaction and communication with individuals of diverse occupational and social-economic-ethnic backgrounds.
- Meet schedules and timelines.
- Maintain records and prepare reports.
- Prepare and present clear and concise plans, reports and recommendations.

- Work effectively on several projects concurrently.
- Respond to inquiries, complaints and requests for information.
- Perform related duties as assigned.

Essential Functions/Major Responsibilities of the Zoning Administrator

- Plan, organize, and direct the operations, programs and activities of Zoning and Planning Services in accordance with federal, state and local laws and ordinances, policies, procedures and standards, including administration of flood hazard standards and other sensitive areas.
- Primary staff support to Planning Commission and the Hearing Examiner.
- Develop, implement and maintain the City's long-range comprehensive land-use plans and development regulation as required by the State of Washington. Initiate and monitor amendments to long-range land-use plans to reflect changing demographic trends and economic influences.
- Serve as the City's State Environmental Policy Act Official, Zoning Official and Subdivision Administrator.
- Administer and enforce development ordinances and regulations related to zoning, subdivision, shorelines, critical areas, environmental policy and other land use and development regulations and ordinances. Interpret and explain planning codes and laws.
- Review and issue a variety of land use and zoning permits, as well as ensure permits are issued for continuing compliance with applicable conditions.
- Issue notices of violations of municipal code and zoning ordinances and provide information in the time frame allowed for achieving compliance.
- Review development plans and proposals and provide expert staff support for the Planning Commission Appeals.
- Serve as a City representative on boards and technical committees related to planning, community development, housing and related matters.
- Enforce property maintenance codes, nuisance codes and procedures are enforced.
- Conduct and record field inspections in response to violation complaints issued and communicate with complainants and property owners as needed.
- Self-initiate enforcement cases through proactive observation.
- Create code enforcement development goals and program development. Write correction notices and letters.

Essential Functions/Major Responsibilities of the Building Official

- Plan, organize, and direct the operations, programs and activities of the Building Services in accordance with federal, state and local laws and ordinances, policies, procedures and standards.
- Serve as the City's Building Official; perform building plans review and building inspections for residential, commercial and industrial projects; ensure compliance with and provide interpretations and exceptions for building code issues per City ordinances, policies, procedures and accepted practices; issue permits, certificates of occupancy, etc. as authorized by codes and regulations

- Plan, organize, manage, and perform the activities and functions of permitting, including customer service, routing of permit applications, work flow and interdepartmental coordination with other departments' staff as necessary to ensure a predictable, efficient, and accurate review and issuance of permits and approvals in accordance with established policies and procedures.
- Serve as technical expert and advisor regarding building codes and permitting activities and processes.
- Maintain current knowledge, trends, developments and best practices in delivery of building services; assess the effectiveness operations; research, develop and implement new policies, procedures, processes, forms, etc. to respond to changing conditions or to increase efficiency, predictability and customer satisfaction.
- Maintain current knowledge of legal standards pertaining to building and permitting services; prepare revisions to related codes, ordinances, regulations and standards as appropriate.
- Administer state and local building codes.
- Maintain current knowledge of practices, policies, procedures, codes, ordinances, case law and methods of building codes, plan review, building inspection and permitting.
- Inspect Residential Rental units and enforce compliance with codes applicable to rental units.
- Provide technical and code research.

Job Scope

Position encounters a wide diversity of work situations. Job involves a high degree of complexity or difficulty due to the uniqueness of individual projects. Usually determines own work practices and procedures and may contribute to the development of new concepts. Job tasks are usually performed independently with minimal supervision. Work is not normally checked or verified by others. Errors in work or judgment could cause significant tort liability for the City, injuries and expose the city to substantial liabilities. Decisions are made within prescribed departmental operating guidelines. Job has budgetary preparation/compliance accountability. Informally make recommendations concerning long-range operational and strategic planning.

Supervisory Responsibility

Position supervises the Permit Technician

Interpersonal Contacts

Must have excellent verbal and written communication skills to effectively work and communicate persuasively and courteously with homeowners and contractors often under stressful or adversarial situations, as well as all level of staff within and outside of the organization, including city council and planning commission members. Ability to exercise a high degree of independent judgement and discretion and maintain the confidentiality of sensitive and confidential information. Ability to write and speak clearly and concisely and to express ideas and recommendations effectively orally and in writing.

Specific Job Skills, Qualifications, and Experience:

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills and abilities required to perform the job.

- Five years progressively responsible experience in building, land use planning, zoning, and permitting.
- Working knowledge of at least one of the following:
 - local planning, zoning, and development codes and municipal government procedures.
 - codes, regulations, and laws relating to building standards, construction, and life safety provisions (i.e. plumbing, fire, mechanical, and energy).
- Working knowledge and ability to operate windows-based computer and related software applications including word processing, databases, spreadsheets, and other specialized software applications that support the building inspection function.
- Must have a record of good work attendance.
- Possess strong written and verbal communication skills. Ability to express ideas clearly and concisely orally and in writing to individuals and to groups.
- Ability to speak Spanish desired.
- Ability to drive a City vehicle, possess a current and valid Washington State driver's license and good driving record. Evidence of a good driving record is a condition of employment and a complete driving abstract will be required.

Education Requirements:

High school diploma or G.E.D., Bachelor's degree in Urban Planning, Landscape Architecture, Business, Public Administration or closely related field; or any combination of education and experience which would provide the desired skills, knowledge and ability to perform the job. ICC Building Inspector certification within 18-months of employment. ICC certification as plumbing and mechanical inspector within two-years of employment

Training Period:

To experience the full range of responsibilities and duties, employees will serve a review and evaluation period of not less than six months and no more than 18 months. The employee will be provided the opportunity to attend the needed training, conferences, or coursework needed to obtain certification. Exact duration will be established by the immediate supervisor and identified on hiring document.

Job Conditions

Position may require substantial afterhours work, including evening meetings. Position requires the physical abilities to inspect all areas of a job site. At times may encounter hazardous work areas, including walking on uneven surfaces, rooftops, attics, under houses. Climbing ladders and service stairways for rooftop access. Performs duties in both indoor and outdoor work environments. Ability to drive a motor vehicle. Job may require lifting or carrying up to fifty pounds.

APPROVED

Lance Hoyt, City Manager