



MONROE CITY COUNCIL

Agenda Bill No. 19-040

SUBJECT:	Authorize New Position/Pay Range - Deputy Building Official
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
02/12/2019	Community Development Human Resources	Ben Warthan Ben Swanson	Ben Warthan	Final Action #2

Discussion: 02/12/2019
Attachments: 1. Draft Deputy Building Official Job Description

REQUESTED ACTION: Move to authorize the creation of a new position and pay range for a Deputy Building Official.

POLICY CONSIDERATIONS

The City Council is responsible for the budget and establishing positions within the pay plan.

DESCRIPTION/BACKGROUND

To address current succession planning needs, Mayor and City Staff are proposing a new pay range and classification of Deputy Building Official. The City's current Building Inspector (Don Stout) will be retiring on March 31, 2019, followed by the City's Building Official (Jim Sherwood) in late 2019.

In lieu of backfilling the Building Inspector position, Mayor and Staff would propose hiring a Deputy Building Official. This position would allow the City to hire a well-qualified candidate and provide the opportunity for the candidate to train under the current Building Official before his retirement.

The City will be looking for a candidate that can assume the Building Official role in about six months. The ideal candidate will have experience in implementing special projects and new technologies to improve efficiencies and customer experience. The candidate should also have supervisory and budgeting experience.

FISCAL IMPACTS

Pay range for current Building Inspector \$4,837-\$6,842 monthly.
 Proposed pay range for Deputy Building Official \$5,079-\$7,184 monthly.
 Annual impact (top of range) is \$4,106 plus approximately fifteen percent for benefits for total annual impact of \$4,722.

TIME CONSTRAINTS

Immediately due to upcoming retirement of the Building Inspector and current inspection loads and anticipated inspections. We estimate the hiring process to take around sixty days and the training to take about six months.

ALTERNATIVES

1. Deny request keep position as Building Inspector. If the position remains as is, the turnover of the Building Official later in 2019 could result in a lack of knowledge transfer. This will be especially true if there is a gap in the hiring of the new Building Official and the Mr. Sherwood's retirement. This proposal allows for 6 months of training and knowledge transfer.

**CITY OF MONROE
POSITION DESCRIPTION**

TITLE:	Deputy Building Official	DEPARTMENT:	Community Development
NUMBER:	2019-167	REPORTS TO:	Building Official
UNION:	Non-Exempt	CURRENT:	

1.0 MAJOR FUNCTION AND PURPOSE

Inspect commercial and residential building projects for compliance with the current editions of the International Building Code (IBC) & ICC/ANSI A117.1 amendments & amendments to the International Existing Building Code (IEBC) as Appendix M, the International Residential Code (IRC), the Uniform Plumbing Code (UPC), the international Mechanical Code (IMC), the International Fuel Gas Code (IFGC), the Washington State Energy Code (WSEC), and the Washington State Ventilation & Indoor Air Quality Code (VIAQ).

Maintain a variety of records and reports, including inspection reports, reviewing special inspection reports for the various required special inspections required per the approved drawings. Make contact with applicants to re-inspect jobsites as necessary; to assure the previous corrections have been completed, to resolve all outstanding issues to close all related permit project files, and approve final construction. Knowledge of and ability to use software for plan review and permit processing. Ability to identify and make recommendations on software and other items to improve processing times and efficiencies.

2.0 SUPERVISION RECEIVED

2.1 This position serves under the direction of the Building Official.

3.0 SUPERVISION EXERCISED

3.1 In the absence of the Building Official this person will assume the duties and responsibilities of the Building Official

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Assist the Building Official in the establishment of work objectives and in the daily scheduling of work and the handling of personnel issues.

4.2 Assist the Building Official in developing strategic plans relating to the operation of the department's goals, personnel allocation, budget and operation.

- 4.3 Assist the Building Official in advising, preparing, and developing recommendations to the city administration regarding the need for new ordinances. Prepare agenda bills for city council review and approval.
- 4.4 Assist the Building Official in providing direction in the inspection of building construction and site development projects to assure structural and architectural components are in compliance with city-adopted building construction, fire codes, and standards. Provide assistance and recommendations of alternate methods of construction to meet the intent of each related code.
- 4.5 In the absence of the Building Official may attend Council Meetings and senior staff meetings.
- 4.6 Communicate effectively verbally and in writing with builders, contractors, architects, engineers, building owners, staff, and the general public.
- 4.7 Inspect commercial and residential buildings for compliance with all construction codes, maintaining a record of such inspections. Problems with compliance should be recognized and a reasonable solution should be sought to resolve issues.
- 4.8 Make sure all construction materials and methods of construction have been approved for the installation. Inspect during the various stages of construction and remodeling to assure compliance with Federal, State, and City codes and ordinances.
- 4.9 Provide field and office assistance to the general public with respect to building code issues; interpret building codes in the field and authorize alternative methods of construction in compliance with the codes.
- 4.10 Provide continuous evaluation of construction progress to observe safety procedures and sound construction practices. Issue stop work orders for work commencing without building permits or not in compliance with building codes or City ordinances.
- 4.11 Organize, prepare and maintain accurate reports and records of inspection activities.
- 4.12 Perform plumbing inspections of the drain, waste, and vent systems in compliance with the Uniform Plumbing Code (UPC).
- 4.13 Conduct mechanical inspections of gas piping systems, furnace and ductwork, heat and vent, ventilation fans and ductwork, water heater installations, and various other gas appliance installations in compliance with the (IMC), (VIAQ), and (IFGC) codes.
- 4.14 Responsible for plan review.

- 4.15 Shall stay informed and participate in construction related professional organizations and other working groups.
- 4.16 Other duties as directed by supervisor review as needed.

5.0 MINIMUM QUALIFICATIONS

- 5.1 High school diploma, or G.E.D., two years vocational training in the International Building Code, and five years' experience as a building inspector; or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the duties associated with the position. Experience should demonstrate increasing responsibility.
- 5.2 Must possess an ICC Building Inspector Certification.
- 5.3 Certification as a Building Official by the International Code of Council is required within one year of hire date.
- 5.4 Position requires the use of City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Washington State driver's license, and have an acceptable driving record.

6.0 DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

- 6.1 Successfully complete various required training classes and obtain and maintain certificates necessary for functional skills performance, maintenance and improvement.
- 6.2 Read and interpret architectural drawings, site plans, topographic maps, and structural drawings and calculations.
- 6.3 Maintain a high standard for accuracy, completeness, and efficiency in the preparation of reports and correction notices.
- 6.4 Work in a fast paced environment, and be able to defuse potentially hostile situations, and resolve disputes in the interest of code compliance in a respectful manner.
- 6.5 Establish and maintain working relationships with customers from varied cultures and languages, and be able to communicate mutually agreed upon solutions that meet the adopted codes and standards.
- 6.6 Develop and sustain positive working relationships with all city staff and plan reviewers (e.g. Fire District 7 staff).
- 6.7 Ability to recognize health and life safety issues in new and existing buildings. Knowledge of work hazards and applicable safety precautions and regulations related to the jobsite and what steps to take to resolve problems.

- 6.8 Ability to work with a code enforcement team including, Police and Community Development staff.
- 6.9 Knowledge of framing, roofing, siding, drywall, taping, plumbing, mechanical work, concrete work, steel placement, skill in applying the various sequences of construction.
- 6.10 Strong written and verbal communication skills.

7.0 WORK ENVIRONMENT

See attached Physical Demand Job Assessment form

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

Date

Department Director

Human Resources

City Administrator

Employee acknowledgment:

I have read this Job Description and have been made aware of the terms and conditions as they relate to my position. Accommodation has been made in regards to lifting requirements of five pounds.

(Employee signature)