

## **CITY OF BRIER**

## **JOB DESCRIPTION**

**Title: Building Official / Code Enforcement Officer**

**Final: January 2026**

***Brier: Exempt***

***Reports To: Mayor***

***Status: Regular Full-Time, FLSA***

***Wage: 50.09-64.12/per hour***

### **Summary:**

This is a skilled, technical position requiring extensive knowledge of current building codes, construction trades, and City ordinances pertaining to structures. Must be able to work with a minimum of supervision, enforce in a decisive, equitable and conscientious manner of the City's building codes and ordinances. This position serves as the City Building Official and is responsible for the enforcement of the State of Washington Building Code as amended by the State Building Code Council, and related construction codes and ordinances. Work involves the examination of plans and specifications; permit issuance; assessment of penalty fees for work without a permit, conducts field inspection of structures in all stages of construction, alteration, and repair for compliance with pertinent building and safety codes and ordinances.

Position involves frequent contact with the general public as well as various public and private officials. The enforcement of these laws is repressive and often time frustrating for both the official and the public. Therefore, it requires understanding and the ability to communicate on a technical as well as rudimentary level.

Involves travel within the City using department vehicle. Familiarity with office procedures and performance of code enforcement related to administrative duties is required.

### **Job Location and Equipment Utilized**

Work is performed both indoors and outdoors. On occasion, candidate may be outdoors for extended periods of time in all kinds of weather conditions. This position may require employee to wear eye and/or ear protection.

This position is a full-time position requiring a minimum of 40 hours per week. This position works on-site, no remote work.

### **Essential Job Functions**

Includes, but is not limited to such essential functions as listed below:

- Informs the public of necessary procedures for the application of permits.
- Discusses with the public the feasibility of proposed projects in relationship to City codes and laws.

- Checks plans for construction or alteration to insure that building types and dimensions are in compliance with building codes.
- Checks designed or planned construction features to assure foundation and support the use of acceptable materials, and compliance with prevailing building, fire, plumbing, mechanical, sign codes, energy conservation, indoor air quality, and other applicable standards or requirements.
- Reviews, processes, and issues permits.
- Serves on the City Technical Review Committee to help coordinate projects inter-departmentally within the City.
- Acts as a Fire Department designee in respect to Fire Code requirements when required.
- Conducts on-site inspections during construction.
- Verifies location on lot, dimensional and structural conformity to approved plans, proper installation of plumbing and mechanical equipment, and usage of approved building materials of the proper size and quality for that application.
- Verifies that work is performed by persons in conformance with Washington State Contractor registration laws.
- Notifies builders and installers of code violations and stipulates corrections required.
- Writes and posts stop work orders when code violations necessitate complex work stoppage.
- Notifies builders of corrections required.
- Inspects abandoned buildings to see if owners should be required to demolish or bring them up to building standards.
- Police the City to see that projects requiring permits are in compliance.
- Keeps an accurate record of all permit and inspection activity and prepares reports for a permanent record of permit activity.
- Attends meetings when requested.
- Serves as a City resource person to contractor's association when required.
- Attends seminars and workshops to continually update knowledge of the field when required.
- Maintain regular attendance.
- Other duties as assigned.

#### **Required Knowledge, Skills and Abilities**

- Extensive knowledge of Uniform Plumbing, International Building, Mechanical, Fire, Residential , current building codes, construction trades, and City ordinances pertaining to structures.
- Required knowledge of principals of construction and building material standards.
- Required knowledge of building trades.
- Ability to read and interpret residential and commercial building plans and specifications.
- Ability to work with minimum supervision.
- Ability to communicate on a technical as well as rudimental level.
- Ability to be clear and concise, both orally and in writing.

- Ability to operate a computer.

### **Required Physical Traits**

- Ability to climb ladders, scaffolds, roofs of varying slopes and to access confined spaces such as crawl spaces and attics.
- May be exposed to fumes or airborne particles and vibration.
- Occasionally exposed to some danger of toxic or caustic chemicals.
- Exposure to raw sewerage occurs.
- Encounters with poisonous insects (spiders, bees) and exposure to their bites and stings.
- Noise level of the work environment is usually low to loud.
- Work situations normally involve continual and highly intensive expenditure of mental or physical energy.
- A significant degree of danger of injury or illness or physical harm is inherent in the job.
- Strongly disagreeable conditions exist much of the time.
- Employee is frequently required to use hands and fingers to handle or feel objects, tools, or controls.
- Ability to sit, walk, stand, stoop, kneel, twist, crouch, or crawl for extended periods of time.
- Ability to talk or hear, and taste or smell.
- Ability to lift and/or move more than 25 pounds.

### **Qualifications**

- Minimum of two (2) years experience in building construction code enforcement desirable.
- A minimum of a two (2) year associates degree in Building Construction Technology or closely related field required.
- Must be certified as a building inspector or able to successfully complete ICC. certification exam within six (6) months.
- Additional certifications for the mechanical code, plumbing code, and plan review are desirable.
- Must possess a combination of formal education and work experience which provides the required skills, abilities, and in-depth knowledge in construction field.
- Experience in a municipal or county Building Services Program preferred.
- Must have working knowledge of Uniform Plumbing, International Building, , Mechanical, Fire, and Sign Codes,
- Must have knowledge of principals of construction and building material standards.
- Ability to read and interpret residential and commercial building plans and specifications, identify code and remedial work required.
- Ability to work independently.
- Working knowledge of building trades, with practical experience in the field.
- Ability to become familiar with City ordinances.

- Ability to establish and maintain effective working relationships with other employees, other government agencies, and the general public.
- Recertification by exam or continuing education is required every three (3) years.
- Requires a valid Washington State Driver's License and a driving record free of significant moving violations.

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The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered as an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

EMPLOYEE

ACKNOWLEDGMENT \_\_\_\_\_ DATE \_\_\_\_\_

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The position requires the ability to climb ladders, scaffolds, roofs of varying slopes, and to access confined spaces such as crawl spaces and attics. Working conditions would include periods of inclement weather.

The employee is exposed to fumes or airborne particles and vibration. Eye and ear protection may be necessary. The employee is occasionally exposed to some danger of toxic or caustic chemicals. Exposure to raw sewerage occurs.

Encounters with poisonous insects (spiders, bees) and exposure to their bites and stings.

The noise level of the work environment is usually low to loud. May require ear protection.

Attendance at night meeting may be required and meeting schedules or responding to emergencies may require working more than forty hours per week.

Work situations normally involve continual and highly intensive expenditure of mental or physical energy.

A significant degree of danger of injury or illness or physical harm is inherent in the job.

Strongly disagreeable conditions exist much of the time.

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle or feel objects, tools, or controls; sit, walk, stand, stoop, kneel, twist, crouch, or crawl; talk or hear; and taste or smell.

The employee must frequently lift and/or move more than 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.