



City of Kenmore

# Building Official

## SUMMARY

The Building Official exercises the legally mandated authority to administer, enforce and interpret adopted construction codes. Ensures permit issuance, inspection, and plan examination is performed in conformance with adopted construction codes. Because of the small number of City employees, each staff member is expected to perform a wide range of office and field duties as may be required.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensures residential and commercial buildings and other structures within the City are permitted and inspected to conform to the various uniform/model construction code requirements.
- Interprets construction codes (e.g., building code, plumbing code, mechanical code, etc.). Renders advice, judgments and decisions to staff, developers, builders, and the public.
- Performs on-site field building inspections. Coordinates final inspections to ensure certificate of occupancy requirements are met.
- Assesses damaged building for compliance after disasters.
- Performs structural and non-structural building plan review for proposed development projects to ensure compliance with construction code requirements, state laws, and the Kenmore Municipal Code (KMC). Approves or disapproves plans, alterations, and changes.
- Under the direction of the Development Services Director, develops and maintains local modifications to state-mandated building codes; makes recommendations and prepares adopting ordinances.
- Investigates, responds, and resolves service requests, complaints, and referrals from other agencies.
- Mentors, coaches, and assists the Building Plans Examiner/Building Inspector with timely and accurate completion of assigned responsibilities (e.g., complex building plan review).
- Represents the City in various Mybuildingpermit.com meetings, committees, and/or special projects.
- Maintains up-to-date knowledge of emerging regulations, pending legislation, and trends in construction that impact the City as well as current programs and processes.
- Develops, manipulates, and maintains computerized databases, spreadsheets, progress monitoring systems, and filing systems.
- May represent the City at professional organizations, conferences, legislative hearings, and other external meetings or proceedings.

## QUALIFICATIONS

### Knowledge & Skills:

- Specialized knowledge of complex construction codes, State regulations, and local regulations; structural principals; and construction practices, including but not limited to building, plumbing, mechanical, electrical, energy, resource conservation, ventilation, accessibility, excavation and grading and fire suppression.
- Working knowledge of the principles, processes, and practices of public administration.
- Working knowledge of applicable laws, regulations, codes, requirements, and criteria governing construction.
- Sufficient math skills to perform calculations and interpret complex plans.
- Well-developed interpersonal skills to conduct discussions with diverse audiences, present ideas clearly, resolve conflict, and convey technical concepts to others; excellent written and oral communications skills.
- Time management skills and ability to meet deadlines.

#### **Abilities:**

- Carry out the essential functions of the position.
- Understand and interpret applicable laws, regulations, policies, procedures, and standards, and construction principles and practices.
- Use sound judgement when making decisions, interpretations, and in communications with others. Requires the ability to work cooperatively with residents.
- Work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City.
- Near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts.
- Alternatively sit and stand for sustained periods of time and be on uneven surfaces in the field, traverse difficult and undeveloped terrain.
- Sufficient hand-eye-arm coordination to use a keyboard and 10-key plus arm/hand movements to retrieve work materials and operate a variety of general office equipment.
- Visual acuity to read words and numbers.
- Auditory ability to carry on conversations over the phone, in-person, and online (e.g., Zoom).
- Driving ability in order to transport oneself in and around Kenmore and King County.
- Maintain consistent and punctual attendance.

#### **Education and Experience:**

- The position typically requires bachelor's degree in architecture, engineering, construction management, or a related field, and
- Ten years' related experience.
- Experience with TRAKiT, Mybuildingpermit.com, and Bluebeam is preferred.
- Any equivalent combination of experience and training that demonstrates the required knowledge, skills, and abilities may be considered.

#### **Licenses and Certificates**

- Requires a valid driver's license and good driving record. Candidates must submit a driving record abstract prior to hire.
- Requires ICC certification as a Certified Building Official.
- Requires ICC certification as a Building Plans Examiner, Residential Building Inspector and Commercial Building Inspector.
- Construction Site Erosion and Sediment Control certification (CESCL) or ability to obtain within one (1) year of hire.
- Additional technical training and certifications may be required.

### **ADDITIONAL INFORMATION**

- **Work Environment** – Work is performed indoors and outdoors where some safety considerations exist from traffic, water flows, unstable surfaces, and proximity to moving equipment. Time is spent in the field performing building inspections. Field work is performed at construction sites in various stages of completion, where standard safety practices are mandatory. May require climbing ladders, construction stairs, scaffolding, and steep sites. Access to under floor areas and attic spaces require bending, kneeling, and crawling. Lighting may be limited, movement may be restricted, loud noises may be present, and terrain may be rugged. Sites may be wet and slippery. All weather conditions should be expected.
- **Hours of Work** –City Hall working hours are typically 8:30 a.m.-5:00 p.m. This position is required to be available for evening hours to attend or present in-person at City Council meetings as-needed, or attend in-person, evening or weekend meetings when necessary.

### **OTHER ITEMS AND ADVANTAGES OF WORKING FOR THE CITY OF KENMORE**

- This position is eligible for healthcare benefits, retirement plans, paid holidays, vacation, sick leave and more!
- The City does not participate in Social Security and participates in a 401(a) retirement plan in lieu of Social Security.
- Kenmore is located on the north shore of Lake Washington and has over seven miles of waterfront along the lake and the Sammamish River.
- Kenmore is a first-ring suburb of Seattle and is equi-distant to downtown Seattle, downtown Bellevue, Microsoft headquarters in Redmond, and Boeing and Paine Field in Everett.
- City Hall is in the heart of Kenmore's downtown and is within walking distance of many local businesses, restaurants and parks!

*This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*

**Department: Development Services**

**FLSA: Non-exempt**

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