

CITY OF BLACK DIAMOND

24301 Roberts Drive ~ PO Box 599
Black Diamond, WA 98010

Phone: (360) 886-5700
Fax: (360) 886-2592

Dear Applicant,

July 30, 2018

Thank you for your interest in the position of **Building Official** with the City of Black Diamond. This is a regular full-time position with the City and is represented by Teamsters Local 117. Included with this letter you will find information of the hiring process, a position notice, position description, and an application form.

The City of Black Diamond is an Equal Employment Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, marital or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately.

In an effort to obtain the best overall fit for the position of Building Official the City will evaluate the information you submit along with the information gathered throughout the hiring process. It is our goal to have this position filled as soon as possible.

The following general information is designed to familiarize you with the hiring process for this position; **however, this process may be adjusted without further notice.**

- To be considered for the position the City must receive a completed original City of Black Diamond Application packet consisting of a completed City of Black Diamond application, letter of interest, current resume that demonstrates your ability to perform the functions of this position and displays the previous experience required and any supplemental education or training information that you wish us to consider that relates to this position. **Applications must be received by 4:00 p.m. on August 27, 2018.**
- Application packets will be reviewed, those applicants chosen for an interview will be contacted by telephone, and those not selected will be notified by email.
- The interview process may consist of, but not limited to any or all of the following: oral interview, written testing, situational exercise, and ability demonstration.
- All applicants interviewed will be notified by telephone of their status, a written notice will follow. The top applicant(s) will be notified prior to their references being contacted. A second interview may be held.
- If a suitable candidate is selected, a letter of offer for employment with the City of Black Diamond will be issued.

Should you have any questions, I encourage you to contact me at (360) 886-5700 or by email at bmartinez@blackdiamondwa.gov.

Sincerely,

CITY OF BLACK DIAMOND

Brenda L. Martinez
City Clerk/HR Manager

**City of Black Diamond
Employment Opportunity
Building Official**

The City of Black Diamond, Washington, is a growing community of approximately 4,335 citizens with a rich historical heritage, exceptional natural setting and small-town atmosphere. The City is seeking applicants for the position of Building Official. This is a full-time position for the Community Development Department and is represented by Teamsters Local 117. Under the direction of the Community Development Director, the Building Official directs, manages, supervises, and coordinates the activities and operations of the Building division within the Department of Community Development. The City offers a salary range of \$6,962 - \$8,569 monthly, with a comprehensive benefit package. Application packets and the full job description may be obtained at City Hall 24301 Roberts Drive, Black Diamond, WA, at www.ci.blackdiamond.wa.us, or by calling 360-886-5700. Completed applications must be received by 4:00 p.m. on August 27, 2018.

CITY OF BLACK DIAMOND

JOB DESCRIPTION

Job Title: **BUILDING OFFICIAL**
Department: Community Development
Reports to: Community Development Director
Compensation: \$6,962-\$8,569 per month
FLSA: Exempt

SUMMARY:

Under the direction of the Community Development Director, the Building Official directs, manages, supervises, and coordinates the activities and operations of the Building Division within the Department of Community Development. The position reviews commercial and residential plans/specifications for compliance with building, mechanical, plumbing and related code requirements with other regulations dealing with the construction of new buildings and the alteration, use and ongoing safety of existing buildings. Field inspections of residential and commercial projects for compliance will be required for this position. The Building Official is also responsible for the enforcement of nuisance ordinances and in coordination with the Community Development and Public Works Directors, enforces the City's zoning and right-of-way ordinances.

SCOPE:

Reports to: Community Development Director

Independently is responsible for the direction and management of the Building Division in accordance with broad departmental/City/Council goals and objectives. Has broad latitude for independent actions and decisions. Exercises extensive professional judgment and interpretation in the resolution of complex technical and often conflicting issues inherent in the regulation of building codes and the construction process. Is charged with the legal authority to administer provisions of the adopted building codes with the power of a law enforcement officer. Works closely with other City departments to maintain harmonious relationships throughout the organization and to ensure efforts are directed towards common City goals.

DISTINGUISHING CHARACTERISTICS:

This position requires a high degree of independent judgment, initiative and discretion. Work is performed independently according to adopted codes and departmental policies. Incumbent assumes responsibility for assigned services and activities of the Building Division including enforcement, interpretation, and implementation of the building codes, customer service at the front counter, plan review, issuance of building permits, building inspections, and code enforcement.

WORK ENVIRONMENT:

Work is typically performed in an office environment and at various building sites to perform building inspector tasks. The office environment typically requires reaching, fingering, grasping, talking, hearing, seeing and repetitive motions and may also require periods of sitting at a desk reviewing plans or working on a computer. At building sites, work typically requires lifting, bending, stooping, climbing, crawling, squatting, and exposure to dust, fumes and construction noise. A work site may involve uneven ground level, confined areas, potential exposure to chemicals and hazards at construction sites and all types of weather. The nature of the work has frequent interruptions and contact with the public and staff and requires strong communication skills. May require working beyond normal working hours to attend evening and weekend meetings.

ESSENTIAL FUNCTIONS:

- Manages and participates the inspection process and code enforcement to ensure compliance with established standards for public safety, minimal building codes, City ordinances and general workmanship. Reviews plans and specifications relating to electrical, plumbing, mechanical, energy conservation, access compliance, and other building code requirements.
- Coordinates with permit center staff on the manner and method of permit intake, review, issuance, monitoring and close-out.
- Explains, interprets, and provides general guidance of all applicable City and State building codes and flood hazard areas to architects, engineers, contractors, developers and other interested parties.
- Enforces the City's codes with regard to building and other related construction codes, the Zoning Code and other codes as assigned. Issues Stop Work Orders, Order to Correct Violation Notices, Notice of Civil Infraction Orders and Correction Notices for code compliance and code enforcement. Maintains records as needed.
- Prepares correspondence and notices to building owners requiring conformance to codes and ordinances; as applicable, initiates or recommends the initiation of abatement or condemnation procedures to dangerous buildings.
- Administers the building permit appeals process; administer permit tracking system and building inspection records maintenance.
- Serves as the liaison for the Building Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues, and serves as the City's primary point of contact with local fire district on fire code issues.
- Perform related duties as required.

OTHER JOB DUTIES:

- Attends and participates in professional group meetings and code hearings; maintain awareness of new trends and developments in the field of building inspection; incorporate new developments as appropriate.
- Provides responsible staff assistance to the Director of Community Development to conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to inspection programs, policies, and procedures as appropriate.
- Reviews current trends and development in the field of construction and applicable codes, ordinances and state law. Prepares revisions to codes, ordinances, and local regulations. Reviews and comments upon ordinances issued by other departments that may impact the Building Division.

QUALIFICATIONS:

Experience and Education:

At least five years' experience as a building official, plans examiner, building inspector or code analyst with three years' experience reviewing building plans for conformance with applicable codes of the State of Washington, ordinances and national standards.

Licensing and Certification:

- Valid Washington State driver's license free of serious or frequent violations required.
- Certifications as a plans examiner, building inspector and mechanical inspector.
- Certification as a plumbing inspector.
- Certification as a Certified Building Official or ability to obtain certification within 12 months of employment.

Knowledge, Skills and Abilities:

Proficient knowledge of:

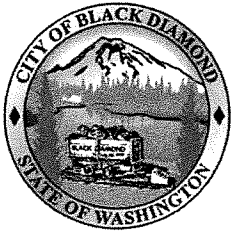
- Building methods, techniques and materials, building codes, plans review, and building inspections.
- Municipal government policies, procedures, and structure, and applicable local, state, and federal laws, codes, regulations, and ordinances.
- Operations, services, and activities of a building and code inspection and enforcement division.
- Legal processes and considerations involved in prosecution of violations of the building codes and ordinances.
- Fire safety codes; uniform codes affecting building inspection.
- Working knowledge of seismic and energy considerations in design and construction of buildings and structures.
- Grading, erosion control, drainage and flood control methods and standards.

Skills and abilities to:

- Read, interpret and analyze plans for residential and commercial structures.
- Visit construction sites and conduct building code inspections.
- Conduct job-site evaluations of construction projects for the purpose of monitoring/enforcing compliance with approved plans and code requirements.
- Participate in the development and administration of Division goals, objectives, and procedures.
- Work with professional architects, engineers, builders, and the general public.
- Formulate and apply uniform policies and standards for the building inspection programs; formulate, interpret and explain specific building codes, ordinances and administrative orders.
- Research regulations, procedures and/or technical materials relating to building codes and enforcement.
- Represent the City before other agencies and groups on building inspection and enforcement matters.
- Coordinate division services with other programs and services within the County and with outside organizations, and agencies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Communicate clearly and concisely, both orally and in writing.

The statements contained herein reflect general details as necessary to describe the principal functions of this classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.

ORIGINATION DATE: July 2008
REVISED: July 2018



CITY OF BLACK DIAMOND

Physical Address: 24301 Roberts Drive
 Mailing Address: PO Box 599, Black Diamond, WA 98010
 (360) 886-5700
 www.ci.blackdiamond.wa.us

APPLICATION FOR EMPLOYMENT

The City of Black Diamond in an Equal Employment Opportunity Employer, we consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, sexual orientation, material or veteran status, or any other legally protected status. Applicants requiring reasonable accommodation to the application and/or interview process should notify us immediately. Please understand that the City will only accept applications for currently advertised positions.

Position desired: _____ Date of Application: _____

How did you learn of this Vacancy?: _____ Date available for employment: _____

General Information				
Last Name		First Name		Middle Initial
Street Address	P.O Box	City	State	Zip
Home Phone ()	Work Phone ()	Message Phone ()	E-mail Address	

(Please Circle One)

If you are under 18 years of age, can you provide proof of your eligibility to work? Yes No

Have you previously applied for a position with the City of Black Diamond? Yes No
 If yes, Position and Date: _____

Have you previously been employed by the City of Black Diamond? Yes No
 If yes, Position and Dates: _____

Do you know anyone who is employed by the City of Black Diamond? Yes No
 If yes, Name and Relationship: _____

Are you legally authorized to become employed in the United States? Yes No

Are you currently employed? Yes No
 If yes, may we contact you current employer? Yes No

If required for this position what is your Driver's License # and State? _____

Have you been convicted of a crime within the past 7 years? Yes No
 If yes, please explain: _____

The City, in making hiring decisions, will consider criminal convictions and how a conviction relates to the position you are applying for. A criminal conviction will not automatically bar you from employment.

Does the salary for this position meet your requirements? Yes No

Can you travel overnight if required? Yes No

Are you available to work occasional evenings and/or weekends if required? Yes No

Education and Training

Did you graduate from high school or receive a GED certificate? No Yes

Name/Location of institution that issued you diploma or GED Certificate:

Name of college, university or vocational school	Major	Dates Attended		Full Years Completed	Degrees Conferred		Credit Hours
		From	To		Title	Date	

Indicate any professional certificates or licenses you possess that are related to this position:

Employment History

Start with present or last job and work back. Be sure to include the experience which you feel qualifies you for this position. Include military service, volunteer service or other unpaid experience. Failure to complete this section may affect your being considered for an interview or employment. A RESUME CAN SUPPLEMENT BUT NOT SUPPLANT COMPLETION OF THE FOLLOWING INFORMATION. Please use a separate sheet if needed.

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo./Yr.)	To (Mo./Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	
Employed by:	Your Job Title:
City & State	Your Duties:
Employed From (Mo./Yr.)	To (Mo./Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employment History - Continued

Employed by:	Your Job Title:
Address	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Employed by:	Your Job Title:
City & State	Your Duties:
Employed From (Mo. / Yr.)	To (Mo. / Yr.)
Supervisor's Name	Phone No.
Supervisor's Title	
Starting Salary \$	Final \$
Number of Hours Worked Per Week	
Number of Employees Supervised	
Reason for Leaving	
May We Contact This Employer <input type="checkbox"/> No <input type="checkbox"/> Yes	

Additional Qualifications

Please summarize your additional skills or qualifications related to this position, including computer and equipment operation:

Additional Information

Anything else you would like us to consider relating to your ability to perform the job for which you have applied?

Professional References

Please list three professional references that are not past supervisors who can speak to your professional qualifications and character.

Name	Position and Employer	Phone Number

**CITY OF BLACK DIAMOND – AFFIDAVIT/CERTIFICATION OF
INFORMATION AND RELEASE**

By my signature below:

I certify that to the best of my knowledge the information contained in this application and all supplemental information I have submitted is true and complete. I understand that my employment may be denied or terminated if I provide false, misleading, or incomplete information during the hiring process or during my employment, regardless of when or how discovered.

I certify that I have read the job description for the position for which I am applying and that I can perform the essential and auxiliary functions listed for this position with or without reasonable accommodation, and I understand that the job description is illustrative only and does not list all functions or responsibilities of the position.

I understand that this application is valid only for this position and I must re-apply for any future positions with the City of Black Diamond.

I understand that if I am hired I must produce applicable documents showing that I am lawfully authorized to work in the United States, in accordance with the Immigration Reform and Control Act of 1986, as amended.

I understand and agree that the City may contact my current and prior employers, educational institutions, and other references, whether listed or not listed in my application material. These references are authorized to give the City any and all pertinent information they may have related to my previous job performance and my ability to perform the job I am applying for, this includes information relating to my moral character. I release all persons or entities involved, including the City of Black Diamond, previous employers and their agents, and any other person or entity, from all liability arising from this contact and release of information. (You will be informed prior to the City contacting references and present or past employers.)

I agree to submit to any post-offer, pre-employment, medical or physical testing, as required by the City of Black Diamond.

I authorize the City to conduct a criminal history and credit check and understand that the City in making hiring decisions will consider criminal convictions and how a conviction relates to the position I am applying for. I understand that a criminal conviction does not automatically bar me from employment with the City. (You will be notified prior to the background check and if a credit check is required you will be notified of you rights under the Fair Credit Reporting Act.)

I understand and agree that nothing contained in this employment application packet creates a contract for employment between the City and me. If an employment relationship is established, I understand that unless specifically limited in an expressed, formal executed contract, I have the right to terminate my employment at any time and that the City has the same right.

Applicant Signature

Date

Applicant Name - Printed