



CLASS SPECIFICATION

Class Code: 60009322
Date Established: 07/1973
Last Reviewed: 03/2001
Last Revised: 03/2025
Last Title Change: 03/2025
FLSA: exempt
Probation: 12 months

BUILDING MANAGER / BUILDING OFFICIAL

DEFINITION

Under general direction, functions as the Washoe County Building Official; provides direction for plan checking and building inspection services to ensure completeness and compliance with building codes, federal and state laws and local ordinances; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of full-time experience in building plans examination, inspection, or construction with at least one of those years acting in a supervisory capacity AND a bachelor's degree in architecture, architectural engineering, construction management, engineering or a closely related field; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment and must be maintained for continued employment in this classification.

ICC Building Plans Examiner (B3) certification AND a minimum of two ICC inspector certifications (residential or commercial) in building, mechanical, electrical, or plumbing; OR an ICC Master Code Professional certification or a recognized equivalent certification is required at the time of application. Required certifications must be maintained for continued employment in this classification.

Must obtain an ICC Building Official or Building Code Official certification within one year of appointment and must be maintained for continued employment in this classification.

SUPERVISION EXERCISED

Exercises direct supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, organize, and supervise the work of staff engaged in plans examining and review, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Assist the division director with complex administrative management such as providing input and recommendations on the formulation and implementation of division policies and programs to include conducting technical research, identifying resource needs, planning, and implementing goals and objectives; setting performance standards for streamlining inspection and plan approval processes and making budget recommendations.

Meet with owner-builders, contractors, design professionals and other government agencies to review and make corrections on projects ensuring compliance with building codes and expediting the plan review process.

Review complex drawings, specifications, and applications for building permits by checking engineering calculations on structural design, life-safety issues, ADA and building systems, including energy compliance submitted by owner-builders, contractors and design professionals for completeness and conformance with applicable building codes, federal and state laws, and local ordinances.

Provide technical guidance as needed to building program staff by assisting with interpretations for difficult and/or highly complex projects.

Directly manage plan review and inspection processes for major and/or difficult projects.

Answer technical questions related to building codes and County policies to assist the public and contractors with the construction process; respond to and resolve difficult or sensitive inquiries or complaints.

Research and analyze technical manuals, codes and construction methods to ensure compliance with established standards and evaluate performance of alternate materials and methods proposed by applicants.

Actively participate in meetings with professional groups and regional partners, staying up to date on building-related trends and innovations, making recommendations on County and regional code amendments as appropriate.

Track building permits and trends, coordinating the plan review process with other divisions and government agencies as needed.

Prepare letters providing explanations of plan corrections or denials and technical interpretations of building codes, federal and state laws, and local ordinances.

Prepare items for review and action by the Board of County Commissioners, Board of Review, and Building Enterprise Fund Advisory Committee.

Ensure that assigned staff performs reviews and inspections in a competent and professional manner that meets department expectations for customer service and minimizes the County and applicants' risk and liability.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Organizational structure of Washoe County as it relates to programs, activities, and functions of assigned area(s).

Department/division policies, procedures and customer service expectations.

Federal, state and county building ordinances and codes.

Computer software specific to the department/division.

Accela permitting software.

Principles of budget preparation and fiscal accounting, and associated Washoe County processes.

Countywide personnel policies.

Ability to:

Effectively recruit, supervise, and motivate personnel, including training, assigning, and reviewing work, managing performance, and conducting performance evaluations.

Plan, coordinate, and direct the plans examination section, and direct the building inspection section to accomplish established goals and objectives and optimize efficiency.

Develop and implement recommendations regarding work procedures and cost-effective services.

Professionally represent the County on technical matters relating to building plan review and inspections; consistently report progress and concerns to division director; propose and implement initiatives with division director approval.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of management and supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Building construction materials and methods.

Principles and practices of building inspection, plans examination, and code enforcement.

International Building Codes and associated state and federal laws, local ordinances and codes governing construction and alteration of buildings.

Occupational hazards and standard safety practices necessary in area of responsibility.

Ability to:

Read and interpret codes, laws, ordinances, plans and technical literature; recognize life safety critical conditions or deviations from acceptable design.

Perform mathematical calculations.

Enforce rules and regulations tactfully, impartially, and firmly.

Interpret and apply regulations, policies, and procedures.

Provide technical information or explain building codes and ordinances, in an understandable manner.

Evaluate operational problems, situations, or processes, recognize and analyze issues, identify potential solutions and associated impacts, develop sound conclusions, and make effective decisions and/or recommendations in support of organizational objectives.

Communicate effectively, both orally and in writing.

Establish, maintain, and foster effective and positive working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment and use standard office equipment. Ability to lift and move objects weighing up to 25 lbs. Some work may be performed outside in various types of weather, requiring an ability to work on slippery or uneven surfaces and under conditions involving exposure to noise, dust, grease, and chemicals.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.