



Accepting Applications for:

BUILDING OFFICIAL

\$72,716-\$95,680/annually Plus Excellent Benefits

FIRST APPLICATION REVIEW: February 12, 2020

THE RIDGEFIELD COMMUNITY

The City of Ridgefield was incorporated in 1909 and adopted the council-manager form of government in 1999. Located in northern Clark County approximately 10 miles north of Vancouver, WA and 14 miles north of Portland, OR, Ridgefield is a rapidly growing community - the fastest growing in Washington State. The City encompasses nearly seven square miles, has a population of 7,500, offers a strong sense of community, and is a great place to live and work:

- Ridgefield's rolling hills, the picturesque Ridgefield National Wildlife Refuge, and historic downtown create a welcoming small town feel.
- The quantity and quality of buildable residential, commercial and industrial land will allow Ridgefield to continue to be a well-balanced, vibrant community.
- The area offers an outstanding quality of life with affordable housing, excellent schools, extraordinary outdoor recreation opportunities, a rich history, a mild climate, wineries, unique shopping, restaurants, and much more.

In 2016, the most recent version of the Ridgefield Comprehensive Growth Management Plan was adopted. The Plan anticipates 25,494 people as part of the Ridgefield community by 2035. Innovative work and creative planning projects, such as subarea plans, have been completed to assure that Ridgefield grows in a thoughtful, high quality way that retains the City's small town charm and connection to the natural environment.

Significant projects in 2018 and beyond include the construction of the Ridgefield Outdoor Recreation Complex; a larger community library; a Clark College satellite campus; a Vancouver Clinic facility; a grocery store and retail pads; a mixed use area with multifamily housing, a 10-acre park and retail; and the commercial development of the Port of Ridgefield's 40-acre waterfront site – a natural extension of the downtown area.

This is a challenging and rewarding career opportunity for an experienced Building Official who would like to make a difference in an active community that takes pride in its history and natural beauty.



THE COMMUNITY DEVELOPMENT DEPARTMENT

The Community Development Department consists of a Planning Division and a Building Safety Division that work together to implement the community's vision for the city, plan for the future, and regulate development. The Planning Division is responsible for land use, long range and comprehensive planning to support the responsible and coordinated growth and development of the community. The Building Safety Division is responsible for building services and developer support activities; development review, inspection, permitting, and implementing the State Building Code and associated City ordinances. The City is a member of the Washington Association of Building Officials and the International Code Council.

The Department's additional responsibilities include code enforcement of land use, building safety, and public nuisance concerns; and staff assistance to the City's Planning Commission and Hearing Examiner.

THE POSITION

The Building Official is a dynamic and collaborative leader who directs, supervises and coordinates the activities and operations of the building safety division by ensuring that residential, commercial and industrial construction is in compliance with the applicable codes and ordinances. The Building Official reports to the Community Development Director, but works independently with responsibility for making final determinations in accordance with established general policies.

Examples of other duties include:

- Direct and assign activities within the Building Safety Division.
- Supervise, coach/mentor and train employees in the Building Safety Division.
- Inspect buildings under construction, alteration or repair for compliance with building or zoning code requirements.
- Reviews and approves plans for commercial, industrial and residential building.
- Provide effective and efficient customer service, and promote and maintain responsive community relations.
- Identify, coordinate and resolve a wide variety of interests in the development and enforcement of building codes and department policy.
- Assist in the overall budgeting and management of the Building Safety Division.

This is a highly visible position that must maintain a high level of diplomacy and customer service to the public. The new Building Official will need to organize and effectively express ideas through oral and written communications to a wide variety of audiences, such as City Council, staff, residents, community groups and other City boards and committees regarding planning and building. The City depends on the Building Official to provide professional oversight and progressive leadership of building services.

THE IDEAL CANDIDATE

The City is seeking a community minded Building Official who is a strong and experienced forward thinker and can lead the Building Safety Division through a period in which the City is rapidly growing in population and is primed for major commercial development.

The successful individual will have a proven track record of delivering results, an established track record of implementing best practices, and have demonstrated the ability to create a positive working environment characterized by teamwork and innovation. The ideal candidate will:

- Be a confident leader with excellent interpersonal skills who has a track record of building consensus and cooperation among staff based on an environment of trust and integrity.
- Possess a flexible “can-do” attitude and a willingness and ability to pitch in and help when needed to get any job done.
- Be a problem-solver and have the ability to analyze issues and problems, evaluate alternative solutions and develop sound conclusions, recommendations and courses of action.
- Communicate in a proactive, approachable and responsible nature with the ability to understand customer interests and needs; and delivers technical information in an understandable format.
- Have an exceptional character, with very high ethical standards.
- Have proven track record of diplomacy and conflict resolution skills.
- Have proven interpersonal skills and a collaborative work style with an ability to provide a high level of customer service in a positive and helpful manner; and to establish and maintain effective working relationships with those contacted in the course of work including a variety of City and other government officials, community groups, customers and the general public.
- Have proven experience and knowledge in the application of state laws, local codes and ordinances, policies and procedures governing building and code enforcement.

MINIMUM QUALIFICATION REQUIREMENTS

Any combination of experience and education which provides the applicant with the level of required knowledge and abilities may be considered.

The City is seeking an experienced and professional Building Official with:

1. Five years of increasingly responsible building inspection experience including administrative and supervisory responsibility.
2. A Bachelor's degree from an accredited college or university with major course work in architecture, engineering, construction technology, or related field.
3. Possession of, or ability to obtain, a valid driver's license.
4. Certification as a building official (or able to obtain one upon employment offer), residential and commercial building inspector, plumbing inspector and residential and commercial mechanical inspector through ICC or other approved organization.
5. Ability to operate and use modern office equipment including a personal computer, on-line inspection services, electronic plan review and other appropriate technology.

All employees are expected to work in a manner consistent with the City of Ridgefield's Team Philosophy: work and act as a team player in all interactions with other City employees; provide a high level of customer service at all times; project and maintain a positive image with those contacted in the course of work; develop and maintain collaborative and respectful working relationships; and consistently provide quality service.

COMPENSATION & BENEFITS

The salary range for the position is \$72,716-\$95,680 annually; and the starting salary is dependent upon experience and qualifications. The City offers a generous and competitive benefit package including medical, dental, vision and life insurance, a VEBA account, and paid vacation and sick leave.

HOW TO APPLY

A resume and cover letter are required. Your cover letter should be no more than two pages and should include the following information:

1. Your qualifications related to the position including experience working in a community with rapid growth,
2. Your interest in working for the City of Ridgefield,
3. A description of how you would foster a collaborative work environment, and
4. The highlights of your professional career to date.

Finalists will be invited to recruitment activities scheduled to take place in Ridgefield. References will be contacted only following candidate approval.

Your completed application packet should be emailed or delivered to:

City of Ridgefield
PO Box 608, 230 Pioneer Street, Ridgefield, WA 98642
Lee.Knottnerus@ci.ridgefield.wa.us

The City of Ridgefield is an Equal Opportunity Employer.

This announcement is meant only as a general descriptive recruitment guide. It does not constitute either an expressed or implied contract and is not a complete description of the job.

FORWARD THINKING, ROOTED IN TRADITION.