



# Job Announcement

## POSITION

# Building Manager/Building Official

## SALARY RANGE

**\$110,947.20 - \$144,248.00**

## LOCATION

**Reno, NV**

## About the Building Manager/Building Official

This is an exciting opportunity for an individual with proven experience in building compliance or the construction industry who is ready to play a critical role in how our community develops over time. This position functions as Washoe County's Building Official, charged with ensuring structures in the unincorporated County meet life safety

critical codes. Washoe County's goal is to ensure excellent service to all customers, from owner-builders to large developers and partner agencies. This position directly supervises Plans Examiners and the Building Inspection Supervisor.



## About Washoe County Community Services Department (CSD)

The Washoe County Community Services Department (CSD) provides efficient roads, parks, utilities, and development services while supporting a healthy workforce and community. Washoe County CSD exists to serve our customers. We commit to understanding their needs, being responsive and proactively seeking solutions that collectively lead to our region's success.

The Building Program ensures buildings/structures are safe, by applying nationally recognized codes and County adopted ordinances through our plan check and inspection services. These standards are a vital part of Washoe County's quality of life and play a key role in maintaining minimum acceptable construction standards and a predictable regulatory environment. Our goal is to assist our customers by providing exceptional public service and to foster a resilient built environment.



QUALITY  
PUBLIC SERVICE



INTEGRITY



EFFECTIVE  
COMMUNICATION



## Minimum Qualifications:

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.

**Candidates who do not possess a bachelor's degree but have sufficient work experience to qualify under an "equivalent combination of education and experience," are highly encouraged to apply.**



## The Ideal Candidate Will Have

- ICC Certification as a Building Official
- A strong knowledge of ICC codes and other building codes adopted by Washoe County ([https://www.washoecounty.gov/building/building\\_codes.php](https://www.washoecounty.gov/building/building_codes.php))
- Significant experience with multi-family and non-residential projects
- Strong interpersonal skills, including the ability to tactfully and effectively navigate complex and difficult scenarios
- Ability to evaluate requests for alternative materials and methods in a timely and fair manner

- Proven experience assessing and improving processes, including finding creative solutions to problems
- Ability to effectively communicate both verbally and in writing during challenging situations
- A strong desire to serve the Washoe County community
- Ability to effectively manage, assess and train both field and in-office employees
- Excellent listening and mediation skills
- Strong administrative and organizational skills

## 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.



## Compensation & Benefits

The annual salary range for this position is \$110,947.20 to \$144,248.00. Washoe County also offers an exceptional benefits package which includes:

- Nevada PERS Retirement - Washoe County pays 100% of the PERS contribution for each full-time employee
- Health, Dental, Life and Vision Insurance - Washoe County contributes 100% of the premium for each employee. Coverage includes medical, dental, vision, and life insurance. Washoe County also contributes 50% of the premium for dependent coverage. Note: New employees are automatically enrolled in the High Deductible Health Plan (HDHP) with a Health Savings Account. Washoe County contributes up to \$2,500 annually into the employee's Health Savings Account (HSA). Newly hired employees become eligible for health benefits after 30 days of employment. Benefits Link - [Click Here](#)
- Deferred Compensation plans available
- 12 Paid Holidays
- Vacation Accrual (120 hours per year, increasing with continued employment)
- Sick Leave (120 hours per year, increasing with continued employment)
- Longevity Pay
- Merit Increases - Full-time employees eligible to receive an annual merit increase of 5% until the position classification's maximum salary is reached.
- Cost-of living adjustments - historical annual COLA increases for 2017-2024 have ranged from 2.5% - 5.0%
- There are no Social Security deductions (although a 1.45% deduction for Medicare is required)
- Nevada does not have state or local income tax



# Building Manager/Building Official

## About Washoe County

Washoe County is located along the eastern slopes of the majestic Sierra Nevada Mountains in northwestern Nevada. Reno boasts a bustling downtown, diverse neighborhoods, proximity to beautiful Lake Tahoe and Nevada's flagship state university. Known for its recreational activities, Washoe County offers world-class ski and golf resorts, 24-hour gaming and entertainment, lakes, fishing, and hiking, all within minutes of the metropolitan area. Diverse lifestyle choices are available in Washoe County. Urban and suburban living is available, as are rural options in the vast unincorporated areas.

## Washoe County Governance & Organization

A five-member Board of County Commissioners (BCC), elected by district, governs Washoe County. The Board appoints a County Manager who is responsible for policy implementation and overall operations. The County fulfills major roles including providing services as an administrative arm of the state, and as a regional and community services provider. Washoe County has numerous state-of-the-art, award winning facilities and provides nationally recognized regional and urban services to a diverse population including public safety, criminal justice, public works, and health and human services. Washoe County employs approximately 3,000 employees in 24 departments led by both appointed and elected department heads. The County's annual budget is comprised of 23 governmental funds, and six proprietary and internal service funds, with expenditures of over \$1 billion.

## EEO Statement

Washoe County is proud to be an equal opportunity employer and is committed to a diverse workforce that creates a sense of belonging for all employees and citizens, thereby encouraging persons from all backgrounds and experiences to apply for employment.

Washoe County will recruit, hire, train and promote into all job levels without regard to race, religion or belief, gender, marital status or domestic partnership, familial status, national origin, age, mental or physical disability, pregnancy, sexual orientation, gender expression or identity, genetic information (GINA), veteran status, political affiliation, membership in an employee association or union or any other protected class under applicable federal or state law.

## To Be Considered:

Submit the required application at:

<https://www.governmentjobs.com/careers/washoecounty>

In addition to the application, the following documents must be included with the application before the filing deadline in order to be considered:

- Compelling cover letter
- Comprehensive resume which includes how the applicant meets the Ideal Candidate criteria
- Three professional references

## Questions:

Contact Alma Parel at

[aparel@washoecounty.gov](mailto:aparel@washoecounty.gov) or 775-328-2090

## Selection Process:

Washoe County Human Resources will review the submitted application materials. Candidates identified with the most potential for success will be forwarded to the hiring department for an interview. The hiring department will interview candidates on a continuous basis until the position is filled. **This recruitment will remain open until the position is filled.**

Washoe County hires all new employees at the minimum rate of the salary range and eligible employees may receive an annual merit increase of 5% until they reach the maximum salary for the classification. Upon promotion, current Washoe County employees are placed at the minimum rate of the salary range for the higher classification of the new position OR a promotional calculation, whichever is greater.