



GREEN BUILDING SPECIALIST

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.

DEFINITION

Under direction, responsible for administering compliance with the City's Green Building Ordinance; administering the City's Construction Demolition and Recycling Ordinance and related policies; performing field varication as needed to ensure compliance with the green building measures; and interacting with the public at the counter, via email, and on the telephone.

SUPERVISION RECEIVED/EXERCISED:

Receives immediate supervision from the Building Official. Incumbents in this class do not routinely exercise supervision.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accept and review green building applications, checklists, measures, plans and other documents.
- Maintain records relative to the City's Green Building requirements.
- Recommend approval or denial of final inspections based on Green Building measures.
- Administer the City's Construction Demolition and Recycling Ordinance;
- Maintain records for policies related to Greenhouse Gas Emissions.
- Act as support and provide assistance in the City's implementation of adopted Climate Action Plan policies;
- Performs field varication as needed to ensure compliance with the green building measures required by state and local codes for single family dwellings and duplexes or as directed by the building official;
- Verify the accuracy and completeness of information in accordance with Building Division guidelines;
- Route plans and monitor progress of plan checks; maintain plan check filing system;
- Respond to questions about plan check progress and explain procedures to applicants (owners, contractors, and developers) and the general public.
- Operate the computerized information system; review, approve, and issue less complicated, non-structural plan checks over the counter.
- Provide front counter service; process refund requests; log and process complaints.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are representative sample of the KAS's necessary to perform essential duties of the position)*

Knowledge of: Green Building practices and procedures; Construction and Demolition practices and procedures; architectural drawing convention and what comprises a complete set of plans; record management practices; general office operations; familiarity with building code and construction terminology.

Ability to: Understand general information presented on construction plans; explain Green Building requirements to the public and coworkers; understand and patiently and effectively explain city ordinances, regulations and procedures; interact competently and courteously with the public; deal effectively with difficult people with firmness and tact; communicate effectively orally and in writing; administer a field inspection scheduling system; maintain records neatly and accurately; maintain cooperative working relationships with all those contacted in the course of work; read requirements, and hear and understand people at the counter and on the telephone.

Skills: Analyze Green Building measures; perform accurate arithmetic calculations; operate a computer and a calculator with speed and accuracy.

QUALIFICATIONS *(The following are minimal qualifications necessary for entry into the classification)*

Education and/or Experience: Any combination of experience and education that provides the desired knowledge and abilities to perform the duties required. Typically this is obtained through a high school education and at least one year's experience working in a Building or Planning Department.

License/Certificates

Certification as a Certified Green Building Professional required; Advanced Green Building certifications desirable.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

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