



## **POSITION VACANCY NOTICE**

### **CITY OF KETCHIKAN**

January 3, 2020

#### **SPECIFICS**

##### **TITLE: BUILDING OFFICIAL**

<b>DEPARTMENT:</b>	Public Works	<b>DIVISION:</b>	Engineering
<b>STATUS:</b>	Regular Full-time	<b>HOURS/DAYS:</b>	Monday – Friday 8:00 AM – 5:00 PM
<b>GRADE /STEP:</b>	366 / A-R DOQ	<b>DUTIES:</b>	See attached job description
<b>HOURLY:</b>	\$34.22-\$44.12 DOQ	<b>UNION STATUS:</b>	Yes

##### **SPECIAL REQUIREMENTS:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in building construction, engineering, architecture, or a related field; four years of increasingly responsible building inspection experience including one year of administrative and/or lead supervisory experience; possession of an appropriate, valid driver's license; possession of a Building Official certificate issued by ICC. Must be a member in good standing with the International Code Council; possession of a Commercial Building Inspector certificate issued by the ICC; possession of a Commercial Plans Examiner certificate issued by ICC.

#### **ADVERTISING REQUIREMENTS**

##### **POSITION IS OPEN UNTIL FILLED**

**WHERE:** Local Only ☐ Statewide ☐ Pacific NW ☐ National ☐

**WHO:** Ketchikan Daily News; Job Service

**OTHER:** City of Ketchikan Website

#### **APPLICANT PROCESSING INSTRUCTIONS**

**FOR APPLICATION AND COMPLETE JOB DESCRIPTION CONTACT:**  
**THE CITY OF KETCHIKAN, 334 FRONT STREET, (907) 228-5631 OR ON-LINE AT**  
**[www.ktn-ak.us/jobs](http://www.ktn-ak.us/jobs)**

**CITY OF KETCHIKAN IS AN EQUAL OPPORTUNITY EMPLOYER**

## BUILDING OFFICIAL

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under direction, supervises, assigns, reviews, and participates in the work of staff responsible for the inspection of buildings and structures in all stages of construction, alteration, and repair; enforces building, plumbing, electrical, and mechanical codes; reviews building plans and specifications for conformance with applicable codes and issues permits; conducts nuisance abatement actions as required; provides professional and technical assistance to department staff in assigned areas of responsibility; ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

The Engineering Division of the Public Works Department manages the City's building codes regulation program. The purpose of this program is to serve the citizens of Ketchikan by safeguarding their safety, health, and welfare by the enforcement of all applicable provisions of building and housing codes within the City. The Building Official is responsible for ensuring implementation of City building, inspections, and related codes as adopted by the City Council through a program of plan reviews, inspections, and enforcement activities. The Building Official is expected to perform the duties of this position in a manner that reflects positively on the City and the Department, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the Department.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Plans, prioritizes, assigns, supervises, reviews, and participates in the work of staff responsible for the inspection of buildings and structures in all stages of construction, alteration, and repair; enforces regulations and local codes and ordinances in a uniform and systematic manner.
2. Establishes schedules and methods for providing building inspection services; identifies resource needs; reviews needs with appropriate management staff; allocates resources accordingly.
3. Participates in the development of goals and objectives as well as policies and procedures; makes recommendations for changes and improvements to existing standards, policies, and procedures; participates in the implementation of approved policies and procedures; monitors work activities to ensure compliance with established policies and procedures.
4. Participates in the selection of assigned staff; provides or coordinates staff training; works with employees to correct deficiencies; implements progressive discipline procedures.
5. Participates in the preparation and administration of the building inspection program budget; submits budget recommendations; monitors expenditures.
6. Develops and implements a system of building regulation enforcement services that assists developers, contractors, and the general public with meeting the standards for compliance with building and related codes adopted by the City Council.

7. Supervises and participates in examination of plans and specifications for completeness and compliance with applicable codes and regulations and/or proper conditions; ensures a comprehensive and efficient plans examination process is conducted; issues building permits when appropriate.
8. Oversees, schedules, and/or conducts on-site inspection at all stages of work done under building permits to ensure compliance with building, plumbing, mechanical, electrical, and other applicable codes.
9. Enforces codes by giving instructions, explaining the requirements for construction projects to meet applicable codes, assisting the public and builder in solving code problems, issuing warnings, and recommending stop work orders; acts on requests for and/or initiates inspection of, noncompliance work or building conditions, issues notices, and orders of abatement or correction.
10. Confers with, coordinates with, and provides information and assistance to architects, engineers, contractors, builders, and the general public in the field and office; assists in the permit process; explains and interprets applicable codes, ordinances, and zoning regulations, requirements, and restrictions.
11. Produces spreadsheets using personal computer programs; maintains records concerning operations and programs; prepares reports on operations and activities.
12. Coordinates activities of building inspection with other divisions, departments, and outside agencies as necessary; confers with and provides professional assistance to members of City departments on matters related to functional areas of responsibility.
13. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of building inspection; incorporates new developments as appropriate into programs.
14. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
15. Performs related duties as required.

## **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

### **Knowledge of:**

Operations, services, and activities of a comprehensive building inspection program.  
Principles of supervision, training, performance evaluation, and progressive discipline.  
Principles, practices, and techniques of plan checking and building inspection.  
Code enforcement practices and techniques.  
Building construction principles and practices, including familiarity with building, plumbing, electrical, and mechanical trades.  
Methods and materials used in the construction of buildings and related structures.  
Uniform plumbing codes.  
Permit processing procedures.  
Operational characteristics and use of standard equipment used in building inspection and the building trades.  
Construction methods and technology.  
Municipal codes and ordinances regulating the building of structures and borough planning and zoning department land use/zoning.  
Basic principles and practices of municipal budget preparation and administration.  
Principles and procedures of record keeping.

Principles of business letter writing and basic report preparation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Methods and techniques of public relations.

Pertinent federal, state, and local laws, codes, and regulations including laws, ordinances, and codes related to building construction and zoning.

**Ability to:**

Coordinate and direct building inspection activities.

Supervise, organize, and review the work of assigned staff involved in building inspection activities.

Select, train, and evaluate staff; implement progressive discipline when necessary.

Recommend and implement goals, objectives, policies and procedures for providing building inspection activities.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.

Prepare clear and concise reports.

Participate in the preparation and administration of assigned budgets.

Perform building inspections including residential, commercial, and industrial inspections.

Detect structural, electrical, plumbing, and related constructions defects and recommend corrective action.

Understand, interpret, explain, and enforce provisions of applicable building, safety, and zoning codes and ordinance requirements to contractors, developers, and the general public.

Review plans and specifications for building and related construction and determine compliance of plans with regulations and validity of permits.

Inspect building sites during construction, alteration or repair and enforce a wide range of building, zoning and related codes and regulations.

Understand, read and interpret plans and specifications.

Forecast potential problems and pro actively seek and identify efficient solutions.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Plan and organize work to meet changing priorities and deadlines.

Effectively represent the City to outside individuals and agencies to accomplish the goals and objectives of the unit.

Work cooperatively with other departments, City officials, and outside agencies.

Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, City staff, or other agencies on sensitive issues in area of responsibility.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by college level course work in building construction, engineering, architecture, or a related field.

**Experience:**

Four years of increasingly responsible building inspection experience including one year of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of an appropriate, valid driver's license.

Possession of a Building Official certificate issued by ICC. Must be a member in good standing with the International Code Council.

Possession of a Commercial Building Inspector certificate issued by the ICC.

Possession of a Commercial Plans Examiner certificate issued by ICC.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Standard office setting with some travel to perform inspections; the employee often works in and around building and construction sites; exposure to inclement weather conditions, mechanical hazards, noise, and dust. Occasionally required to work extended hours and is subject to call-out 24 hours a day. Extensive opportunity and requirements to interact with other municipal employees, contractors, the general public, federal, state, and local officials, and other individuals or groups doing business with the City.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting and in a field environment; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; walk on uneven terrain, loose soil, and sloped surfaces; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations; to operate equipment and vehicle; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

Grade: 3-66

Union: Yes/GGU

FLSA: Non Exempt

Date Approved: July 11, 1996

Date Amended: March 3, 2001

Date Amended: June, 2007 (*Johnson & Associates*)

Date Reviewed: July 2020

---

Human Resources Manager Approval

---

City Manager Approval