

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Building Official</b>
<b>Class Code Number</b>	<b>5080</b>
<b>FLSA Designation</b>	<b>Exempt (Administrative)</b>
<b>Pay Grade and Range</b>	<b>33</b>
<b>Effective Date</b>	<b>June 2011</b>

### General Statement of Duties

Manages, supervises and oversees all operations and activities within the Building Department; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to develop and implement policies affecting building codes, enforcement and related issues relating to building and facility safety within the City and Borough of Sitka. The work is performed under the direct supervision of the Public Works Director but extensive leeway is granted for the exercise of independent judgment and initiative. Direct supervision is exercised over the work of employee(s) in the class of Building Inspector. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other Department and City employees, State and federal officials, business organizations, contractors and the public. The principal duties of this class are performed in both a general work environment and various inspection work/construction sites throughout the City and Borough.

### Examples of Essential Work (Illustrative Only)

- Plans and organizes the operations and activities of the Building Department;
- Develops operating procedures for codes enforcement and related activities;
- Performs research on current operations and procedures involved in building codes activities and recommends official changes to City and Borough building ordinances to the public;
- Designs procedures to explain the necessity and importance of building codes to affected members of the public and promotes a customer service environment within the Building Department;
- Enforces the provisions of the Uniform Code for the Abatement of Dangerous Buildings;
- Collects and accounts for all building related fees;
- Coordinates building regulations with other City and Borough departments and State and Federal agencies;
- Supervises, hires, trains, evaluates and coordinates the work activities of the building Inspector, including prioritizing a work schedule and performing final inspections as necessary;

- Supervises and processes permit applications;
- Performs detailed and technical inspections of buildings and sites under development during all phases of construction to monitor for codes compliance and provide information to the public on the nature, requirements and purposes for existing City and Borough codes;
- Inspects site preparation, utilities installation, foundations, structural framing, plumbing, electrical, mechanical, fire alarm and suppression systems;
- Conducts final inspections, maintaining the authority to postpone building/project completion based on the adherence to related codes;
- Performs detailed and technical plan reviews of proposed building designs;
- Serves as an information resource for all interested members of the public in code applications, fire and safety procedures, City and Borough permitting processes and all related construction activities;
- Provides information to builders with regard to project design, structural calculations and coordination with other public agencies and seeks to promote a process of cooperation between contractors, builders, building owners and the City and Borough of Sitka;
- Performs fire and life safety inspections of existing buildings and facilities;
- Inspects hazardous structures as necessary;
- Performs special projects relating to building and facility management in the City and Borough of Sitka as assigned;
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other related duties as assigned.

<b>Required Knowledge, Skills and Abilities</b>
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- Comprehensive knowledge of uniform building codes within the City and Borough;
- Comprehensive knowledge of the National Electrical Code, Uniform Mechanical Code, Uniform Plumbing Code, Uniform Fire Code, and the One and Two Family Dwelling Code;
- Comprehensive knowledge of standard safety and fire standards within building trades and related facilities;
- Comprehensive knowledge of mechanical installation requirements and methods;
- Thorough knowledge of building construction standards and practices, civil engineering standards and practices, structural engineering standards and practices and land surveying standards and practices;
- Thorough knowledge of excavation and grading procedures, properties of materials and thermal envelopes;
- Ability to evaluate and assess the total work site and to perform assigned duties in a safe, efficient, non-disruptive and non-intrusive manner;
- Ability to read and analyze building blueprints;
- Ability to interpret current building codes in a field construction environment;
- Ability to supervise, train, evaluate and coordinate the work of others;
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures and instructions;

- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

#### **Acceptable Experience and Training**

- Graduation from an accredited college or university with a Bachelor's Degree or equivalent in Building Sciences or a closely related field;
- Five years experience conducting building inspections and plan reviews;
- Three years experience in code administration and regulatory procedures;
- Extensive experience in the building trades; or
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

#### **Required Special Qualifications**

- Possession of a driver's license issued by the State of Alaska.
- International Code Council Plans Examiner certification
- International Code Council Fire Inspector II certification
- Within 12 months of employment obtain International Code Council Commercial Mechanical Inspector certification
- Within 24 months of employment obtain International Code Council Certified Building Official status

#### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to inspect buildings and related facilities;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer;
- Sufficient personal mobility, strength, balance and physical reflexes, with or without reasonable accommodation, which permits the employee to perform duties on a variety of inspection sites under physically demanding and hazardous conditions in all forms of weather, including work in rough terrain, construction sites, ladders, scaffolds, crawlspaces, heavy equipment and live exposed electrical equipment throughout the City and Borough.

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