

# City and Borough Sitka, Alaska

## Class Specification

<b>Class Title</b>	<b>Building Inspector</b>
<b>Class Code Number</b>	<b>5070</b>
<b>FLSA Designation</b>	<b>Non-Exempt</b>
<b>Pay Grade and Range</b>	<b>ASEA Bargaining Unit</b>
<b>Effective Date</b>	<b>2-22-2018</b>

### General Statement of Duties

Conducts building inspections, plan reviews and other duties in support of the Building Department; performs related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to perform codes enforcement responsibilities and provide information to the public in construction/building matters. The work is performed under the direct supervision of the Building Official but considerable leeway is granted for the exercise of independent judgment and initiative. An employee in this class performs the duties of other employees in the Public Works Department as required or as assigned by supervisory personnel. In the absence of the Building Official, an employee in this class may temporarily assume full responsibility for assigned duties of this position. 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, contractors/builders, other public officials 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)

- 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;

- Exercises the authority and administers the responsibilities under the deferral from the State Fire Marshal;
- Prepares detailed records of all case files involved in codes inspections and related construction projects;
- Provides information to the Building Official and Public Works Director for use in the revision of existing municipal codes;
- Initiates and pursues formal enforcement action, as appropriate, to enforce code compliance, including coordination with the Municipal Attorney when necessary.
- Stays abreast of current trends in building inspection procedures and all changes in construction codes adopted by the municipality;
- 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.

#### **Required Knowledge, Skills and Abilities**

- Thorough knowledge of adopted building codes within the City and Borough;
- Thorough knowledge of standard safety and fire standards within building trades and related facilities;
- Thorough knowledge of mechanical installation requirements and methods;
- Thorough knowledge of excavation and grading procedures, properties of materials and thermal envelopes;
- Ability to read and analyze building plans and supporting information;
- Ability to interpret current building codes in a field construction environment;
- 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 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 an Associate's Degree or equivalent in Building Sciences or a closely related field; and
- Considerable 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;
- Within 12 months of employment obtain International Code Council (ICC) Building Plans Examiner certification; and
- Within 24 months of employment obtain ICC Fire Inspector certification.
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**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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