



Department:	Community & Economic Devl.
Supervisor:	Com. Devl. Director
Prior Revision Date:	5-30-2014
This Revision Date:	11/06/2019
Revision Made By:	LC, JB
Revision Reviewed & Approved by:	SG
Employment Status:	PMEA Union
Date Provided to Bargaining Unit	11/21/2019

Petersburg Borough

Job Description

Borough Building Official & Code Enforcement Officer

Definition

The Building Official & Code Enforcement Officer is a non-exempt staff position responsible for evaluating and issuing building permits, conducting building inspections, and enforcing municipal ordinances related to nuisance and building codes.

Supervision Received

The Building Official and Code Enforcement Officer reports to the Community & Economic Development Director.

Supervision Exercised

May provide direction or oversight to contractors involved in local construction projects or Borough owned property construction and renovations. This includes providing direction on preventative maintenance issues, and the management of contractors hired on a daily or contract basis for specific tasks, if required and authorized.

Duties *(The duties listed in this section are intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

May include acting as the Borough’s representative for the purpose of inspection duties on new construction and renovation projects.

Aids in the recruitment and selection of occasional licensed personnel hired on a daily or contract basis for specific tasks if required and authorized.

Assists residents and businesses with permit requests for variances, vacations of Right-of-Ways, special use, conditional use, rezoning, minor lot consolidations, subdivisions, tideland leases and general Borough Code interpretation with the assistance of the Director.

Supervises and issues building, plumbing and electrical permits. Ensures that projects are compatible with the requirements of zoning district during the review process. Provides inspections of building projects during all phases of construction.

Assists residents with state and federal permits for sewer and water, tideland leases, water rights, land access, highway Right-of-Way and Department of Natural Resources land acquisitions.

Provides input on changes and updates to building, plumbing and construction code changes, and regulations as needed.

Conducts inspections and enforcement actions related to Borough Ordinances relating to nuisance, building codes, zoning and other ordinances as assigned.

Documents issues related to code enforcement, building codes and zoning violations in a manner that is consistent with standard legal practices; providing for future defense of Borough actions.

May represent the Borough in administrative and judicial hearings related to zoning and/or code enforcement violations.

Provides written staff reports and attends Planning Commission meetings to provide technical expertise to the Commission as needed.

Performs other duties as assigned.

Distinguishing Characteristics

The work assigned to this classification is distinguished by having knowledge of a wide range of technical knowledge related to building codes, municipal ordinances and proper enforcement actions. In addition, this position must be able to interact with professional staff such as architects, engineers and attorneys.

Working Conditions

The incumbent must be capable of working on job sites that could contain safety hazards such as heavy equipment, uneven ground and unstable buildings or structures. Over 50% of duties are performed in a seated position or in an indoor environment. Physical injury could result from improper use or handling of tools or materials.

Qualifications

Must possess a current and insurable Alaska State Driver's License.

Minimum of 5 years of combined experience and education which provides the applicant with the following attributes;

Ability to understand diverse aspects of the building trades such as plumbing, electrical, mechanical systems, structural integrity and site preparation.

Ability to read and interpret building plans, including basic construction, electrical and mechanical blueprints.

Ability to inspect building projects for compliance with the requirements of the International Codes.

Knowledge of the hazards and safety precautions associated with the building trades.

Knowledge of Borough Ordinances, applicable building codes and documentation procedures for supporting enforcement of these areas.

Current ICC certification for Residential Building Inspector

Ability to perform the physical aspects of the work.

Ability to establish and maintain effective working relationships with fellow employees, the general public and contractors; work cooperatively with staff and display willingness to assist co-workers as needed.

Signatures affixed on this job description confirm that it has been reviewed by the employee and his/her direct supervisor and that a clear understanding of the expectations of this position exists.

Employee

Supervisor

Date

Date