

**CITY OF GEORGETOWN
ORDINANCE NO. 16- 002**

AN ORDINANCE AMENDING SECTION 2-111(c) OF THE CODE OF ORDINANCES TO CREATE THE POSITION OF PERMIT TECHNICIAN, SENIOR BUILDING INSPECTOR AND SENIOR HVAC INSPECTOR IN THE BUILDING INSPECTION DEPARTMENT; CHANGE THE TITLE OF CHIEF BUILDING INSPECTOR TO DIRECTOR OF BUILDING INSPECTION-BUILDING OFFICIAL; AND CHANGE THE NUMBER OF BUILDING INSPECTOR POSITIONS FROM THREE TO ONE.

SPONSOR: David Lusby

WHEREAS, Section 2-111(c) of the Code of Ordinances is being amended to; create the position of Permit Technician, Senior Building Inspector and Senior HVAC Inspector in the Building Inspection Department; change the title of Chief Building Inspector to Director of Building Inspection-Building Official; and change the number of Building Inspector positions from three to one.

NOW, THEREFORE, Be it ordained by the City of Georgetown, Kentucky:

SECTION ONE

Section 2-111(c) of the Code of Ordinances is hereby amended to read as follows:

GENERAL GOVERNMENT

Mayor (This is statutory and not being created by this ordinance)		1
City Clerk (This is statutory and not being created by this ordinance)		1
Administrative Assistant	Grade 7	1
City Attorney	Grade 11	1
Human Resources Director	Grade 11	1
Human Resources Specialist	Grade 8	1
Deputy Clerk	Grade 6	1
City Engineer	Grade 11	1
Engineering Technician	Grade 9	1
Finance Director	Grade 11	1
Finance Specialist	Grade 7	1
Finance/Legal Specialist	Grade 7	1
Computer Specialist	Grade 9	1

BUILDING INSPECTION

Chief Building Inspector Director of Building Inspection	Grade 10	1
Chief Building Inspector	Grade 9	1
Chief HVAC Inspector	Grade 9	1
Building Inspector	Grade 8	3 1
Permit Technician	Grade 6	1

POLICE

Police Chief	Grade 11	1
Assistant Police Chief	Grade 10	1
Captain	Grade 9	1
Lieutenant	Grade 8	4
Sergeant	Grade 7	8
Police Officer II	Grade 6	37
Administrative Secretary	Grade 6	1
Secretary	Grade 5	1
Receptionist	Grade 4	1
PTS Safety Officer		1
PTS Crossing Guard		8
Code Enforcement Officer	Grade 8	1

FIRE

Fire Chief	Grade 11	1
Assistant Fire Chief	Grade 10	1
Battalion Chief	Grade 9	3
Fire Marshal	Grade 9	1
Fire Inspector	Grade 8	1
Captain	Grade 8	12
Firefighter/EMT	Grade 6	36

DISPATCH

Coordinator	Grade 10	1
Assistant Coordinator	Grade 7	1
TAC Officer	Grade 6	1
Shift Supervisor	Grade 6	2
Dispatcher	Grade 5	15
PPT Dispatcher		2

PUBLIC WORKS

Director of Public Works/Sanitation	Grade 11	1
Supervisor of Public Works/Sanitation	Grade 9	1
Crew Leader	Grade 6	1
Secretary	Grade 5	1
Maintenance/Driver	Grade 5	5
Equipment Operator	Grade 5	3

SANITATION

Crew Leader	Grade 6	1
Sanitation Worker	Grade 4	6
Sanitation Driver	Grade 5	8
Diesel Mechanic	Grade 8	1
Mechanic	Grade 6	1

RECYCLING

Recycling Supervisor	Grade 8	1
Recycling Worker	Grade 5	1
PPT Recycling Worker		1

CEMETERY

Sexton	Grade 8	1
Equipment Operator	Grade 5	1
PPT Maintenance		1

REVENUE

Revenue Commission Director	Grade 11	1
Occupational Tax Compliance Analyst	Grade 6	3
Occupational License Officer	Grade 5	1

TOTAL CITY OF GEORGETOWN POSITIONS

———— **199 200**

SECTION TWO

Any and all existing ordinances inconsistent with this ordinance are repealed.

SECTION THREE

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or otherwise invalid, such infirmities shall not affect the validity of the remaining portions of this ordinance.

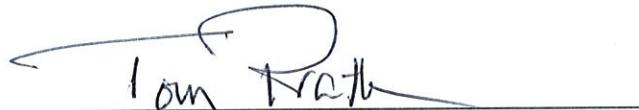
SECTION FOUR

This ordinance shall take effect after its passage and publication according to law.

PUBLICLY INTRODUCED AND READ FIRST TIME: February 8, 2016

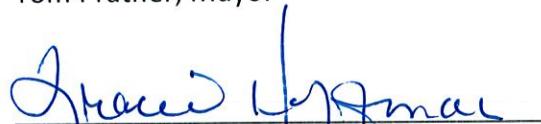
PUBLICLY READ SECOND TIME AND PASSED: February 22, 2016

APPROVED:



Tom Prather, Mayor

ATTEST:



Tracie Hoffman, City Clerk

CITY OF GEORGETOWN
ORDINANCE NO. 16- 002

AN ORDINANCE AMENDING SECTION 2-111(c) OF THE CODE OF ORDINANCES TO ESTABLISH AND REMOVE CERTAIN POSITIONS

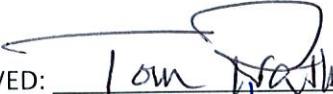
SUMMARY

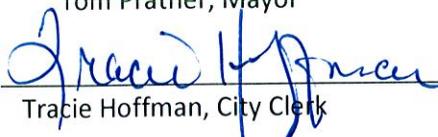
1. Amends section 2-111(c) of the Code of Ordinances, which sets forth the classifications, associated pay grades and authorized positions for each department, to create the position of Permit Technician, Senior Building Inspector and Senior HVAC Inspector in the Building Inspection Department; change the title of Chief Building Inspector to Director of Building Inspection-Building Official; and change the number of Building Inspector positions from three to one.
2. Provides for repeal of inconsistent ordinances, severability of provisions and an effective date upon passage and publication.

The full text of Ordinance 16-002 is available for examination in the City Clerk's Office, 100 North Court Street, Georgetown, Kentucky 40324 or at www.georgetownky.gov.

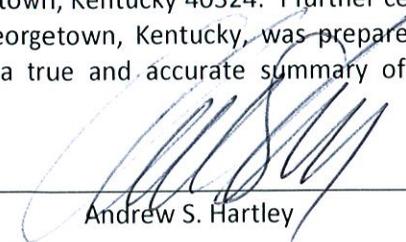
INTRODUCED AND PUBLICLY READ FIRST TIME: February 8, 2016

PUBLICLY READ SECOND TIME AND PASSED: February 22, 2016

APPROVED: 
Tom Prather, Mayor

ATTEST: 
Tracie Hoffman, City Clerk

I, Andrew S. Hartley, hereby certify I am an Attorney licensed to practice law in the Commonwealth of Kentucky. My office is located at 100 North Court Street, Georgetown, Kentucky 40324. I further certify the foregoing Summary of Ordinance 16-002, of the City of Georgetown, Kentucky, was prepared in accordance with the requirements of KRS 83A.060(9), and is a true and accurate summary of the contents of said Ordinance.


Andrew S. Hartley

CITY OF GEORGETOWN

GROUP CLASSIFICATION**OPERATIONS****POSITION CLASSIFICATION:** Permit Technician**GRADE 06****DEPARTMENT:** Building Inspection**IMMEDIATE SUPERVISOR:** Director of Building Inspection-Building Official**SUPERVISES:** None**CHARACTERISTICS OF POSITION:** Under general direction, performs secretarial work for the Building Inspection Department; performs related duties as required.**GENERAL DUTIES AND RESPONSIBILITIES:**

Essential: Serves as administrative assistant and/or office manager for the Building Inspection Department as a Permit Technician. Greets the public, answers phone lines and directs visitors to inspector or other staff. Screens permit applications, enters permit data, issues permits, maintains records of permit activities and responds to questions from architects, engineers, contractors, property owners and citizens regarding the permitting process. Determines appropriate fees and collects monies for permits. Maintains record keeping and permitting software. Pays bills for expenditures, types forms, charts, statements and various legal documents as required. Composes general correspondence related to responsibilities assigned. Orders departmental supplies. Assists with the development of monthly and annual reports.

Non-essential: None

MINIMUM QUALIFICATIONS/REQUIREMENTS:

Training and/or Experience: Associate degree in Public Administration/Business Administration or closely related field supplemented by three years work experience, preferably with law enforcement. Additional college level coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience; likewise, additional closely related work experience (including administrative/supervisory) may be substituted for educational training on a year-per-year basis.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Thorough knowledge of practices, procedures, systems, ordinances and policies of Police Department. Thorough knowledge of business English, spelling, arithmetic,

punctuation, grammar, and filing. Knowledge of standard office equipment. Knowledge of City government and applicable federal, state and local laws and ordinances.

Skills: Skill in the use of computer and other standard office equipment.

Abilities: Ability to gather information and to prepare and maintain clear and concise reports. Ability to review forms, reports and other types of documents insuring accuracy and completeness. Ability to type accurately. Ability to establish and maintain effective working relationship with City officer, employees and the general public.

SPECIAL LICENSING REQUIREMENTS: Valid Kentucky driver's license required.

ADDITIONAL REQUIREMENTS:

Instructions: General.

Processes: Must maintain flexibility in daily operations.

Review of Work: Occasionally spot-checks completed work.

Analytical Requirements: Analysis based on precedent.

Public/Internal Contact: Public 50%; internal 50%.

Mental Effort: Moderate to heavy.

Interruptions: Constant.

Work Environment: Office setting.

Physical Demands:

Lifting: Work is typically performed in an office setting requiring intermittent sitting, standing, or stooping. Lifting objects (less than 25 pounds) is a requirement.

Use of Equipment: Normal office equipment (telephone, computer, copier, etc.).

Vehicle Operations: May occasionally operate vehicle.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activity to that work.

Job Description and Workplan

Position Title: Permit Technician

Grade 06

Non-Exempt

<p>INSTRUCTIONS: Use simple, non-technical words to describe each duty and responsibility to be performed and the office/maintenance and Police, Fire, and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goal that are occasion or special assignments. In the column on the left, estimate the percentage of your time spent on each duty.</p>	
% of Time	Specific Duties and Responsibilities of Position
85%	<p>Specific duties and responsibilities.</p> <p>Serves as administrative assistant and /or office manager for the Building Inspection Department. Serves as administrative assistant and/or office manager for the Building Inspection Department as a Permit Technician. Greets the public, answers phone lines and directs visitors to inspector or other staff. Screens permit applications, enters permit data, issues permits, maintains records of permit activities and responds to questions from architects, engineers, contractors, property owners and citizens regarding the permitting process. Determines appropriate fees and collects monies for permits. Maintains record keeping and permitting software.</p>
15%	<p>Pays bills for expenditures, types forms, charts, statements and various legal documents as required. Composes general correspondence related to responsibilities assigned. Orders departmental supplies. Assists with the development of monthly and annual reports.</p>
100%	<p>NOTE: PERFORM OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR</p>

Complete Lower Portion After Employment

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date

CITY OF GEORGETOWN**GROUP CLASSIFICATION****Operations****POSITION CLASSIFICATION:** Director of Building Inspection-Building Official **GRADE 10****DEPARTMENT:** Building Inspection**IMMEDIATE SUPERVISOR:** Mayor**SUPERVISES:** All Departmental Personnel

CHARACTERISICS OF POSITION: Plans, organizes and coordinates all activities and programs of department. Supervises, directs and evaluates department staff. Performs a variety of professional and administrative duties relating to department operations and ensures departmental compliance with federal, state and local regulations relevant to building inspection program. Performs additional duties as required.

GENERAL DUTIES AND RESPONSIBILITIES:**Essential:**

- Serves as the State recognized jurisdictional Building Official.
- Directs and administers an effective building inspection department.
- Enforces the provisions of the Kentucky Building Code, Kentucky Residential Code and related referenced codes and standards.
- Renders interpretations of the building codes and adopts policies and procedures in order to clarify the application of the provisions.
- Receives applications, reviews construction documents and issues permits for the erection, alteration and moving of buildings and structures.
- Inspects the premises for which permits have been issued and enforces compliance with the provisions of the codes.
- Keeps official records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued.
- Maintains cooperative working relationships with contractors, architects, engineers, other city, county and state officials and the general public.
- Attends City Council, Fiscal Court and other meetings as required.

Non-Essential: None.**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

Training and/or Experience: Bachelor's degree in Engineering or closely related field, plus Level III Kentucky Building Inspector certification, pursuant to 815 KAR 7:0707, supplemented by five years work experience, including three years in a supervisory capacity. Additional college level coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience. Likewise, additional closely related work experience (including

administrative/supervisory) may be substituted for educational training on a year-per-year basis.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of Building Inspection Department administration, management and budgeting principles.
- Knowledge of building, mechanical, energy and zoning codes.
- Knowledge of residential, commercial and industrial construction techniques and materials.

Skills:

- Must be skilled in reading development plans, construction plans and construction specifications.
- Must be skilled in determining building code(s) intent and be able to interpret technical terms.
- Must be a skilled communicator both orally and in writing.

Abilities:

- Must be able to make decisions and maintain integrity of self and department.
- Must be able to effectively manage department personnel.
- Must be able to report department activities to appropriate lawmakers.

SPECIAL LICENSING REQUIREMENTS: Must be a Kentucky Certified Building Inspector, Level III, pursuant to 815 KAR 7:070.

ADDITIONAL REQUIREMENTS:

Continuing Education: As required to maintain Kentucky Certified Building Inspector, Level III

Evening Meeting Requirements: BOA: 2 per month, Other: occasional.

Instructions: Detailed and specific.

Processes: Must maintain flexibility in daily operations.

Review of Work: General

Analytical Requirements: Decisions based on wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Public/Internal Contact: Public 50%; Internal 50%.

Mental Effort: Moderate to Heavy

Interruptions: Constant.

Work Environment: Inside and outside.

Physical Demands:

Climbing: Must be able to climb ladders, scaffolds, walk boards, etc. under adverse conditions, as necessary to perform required inspections.

Crawling: Must be able to crawl through tight spaces, etc. under adverse conditions, as necessary to perform required inspections.

Lifting: Must be able to lift 50 pounds.

Use of Equipment: Normal office equipment (telephone, computer, calculator, copier, fax, etc.). Will need to use tools and may have the need to operate power tools.

Vehicle Operation: Must be licensed to operate a motor vehicle.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

JOB DESCRIPTION AND WORKPLAN

Position Title: Director of Building Inspection – Building Official

Grade 10

Exempt

INSTRUCTIONS: Use simple, non technical words to describe each duty and responsibility to be performed and the office/maintenance and Police, Fire and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty. If more space is necessary, utilize page two format.

% of Time	Specific Duties and Responsibilities of Position
70%	Performs required duties as Building Official in accordance with all applicable Kentucky Building Codes as adopted by the Kentucky Board of Housing, Buildings and Construction, including enforcement of codes through applications, review of plans, inspections and certificates of occupancy. Over-sight of department personnel performing the same.
15%	Performs required duties as the Enforcement Officer for the Zoning Ordinance and City of Georgetown Ordinances, including review of plans and applications for zoning accuracy, inspections of properties and issuing notices of zoning and ordinance violations. Over-sight of department personnel performing the same.
10%	Keeping official department records of applications received, permits and certificates issued, fees collected, reports of inspections, and notices and orders issued. Over-sight of department personnel performing the same.
5%	Attends meetings of City Council, Fiscal Court, Planning Commission and other meetings as required. Represents Building Inspection Department, as necessary, in court of law actions. Responds to emergency calls at all hours.
100%	NOTE: PERFORMS OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR.

Complete Lower Portion After Employment

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date

CITY OF GEORGETOWN

GROUP CLASSIFICATION**ADMINISTRATIVE****POSITION CLASSIFICATION:** Senior Building Inspector**GRADE 09****DEPARTMENT:** Building Inspection**IMMEDIATE SUPERVISOR:** Director of Building Inspection – Building Official**SUPERVISES:** None

CHARACTERISTICS OF POSITION: Performs a variety of duties directly related to an effective residential and commercial building inspection program. Ensures compliance with all applicable codes including federal, state and local laws and ordinances relevant to building inspection. Performs related duties as required.

GENERAL DUTIES AND RESPONSIBILITIES:**Essential:**

- Inspects construction work for which a building permit is required.
- Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the Kentucky Building Code, Kentucky Mechanical Code, Kentucky Fuel Gas Code, Kentucky Energy Conservation Code and Kentucky Residential Code.
- Inspects building projects to insure construction proceeds in accordance with the plans approved with the building permit.
- Reviews and inspects City of Georgetown Tier I Erosive Prevention and Sediment Control Ordinance applications and projects.
- Reviews and inspects Sign application and permits for compliance with the Georgetown/Scott County Zoning Ordinance.
- Reads and interprets adopted codes, ordinances, technical manuals, drawings, instructions and specifications as related to building projects.
- Issues inspection approvals, field correction notices, violation notices, stop work orders, certificates of compliance and certificates of occupancies.
- Confers with architects, engineers, contractors, builders and the general public in the field and office; explains and interprets building code requirements and restrictions.
- Records and maintains accurate inspection records, permit files, route sheets, reports and other data concerning building permit projects.
- Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection and plans examination.
- Acts on behalf of Building Official, when designated.
- Performs other duties as assigned.

Non-Essential: None.**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

Training and/or Experience: Associate degree in Engineering or closely related field plus Level I Building Inspector certification from the Kentucky Department of Housing, Buildings and Construction, as defined by KRS 198B.060.

Revised 01/2016

JOB DESCRIPTION AND WORKPLAN

Position Title: Senior Building Inspector

Grade 09

Non-Exempt

INSTRUCTIONS: Use simple, non technical words to describe each duty and responsibility to be performed and the office/maintenance and Police, Fire and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty. If more space is necessary, utilize page two format.

% of Time	Specific Duties and Responsibilities of Position
70%	Field Inspections: Inspects construction work, on site, for which a building permit is required. Issues Building Code approvals, violations and certificates of compliance or occupancy. Confers with architects, engineers, contractors, builders and property owners at project locations. Performs field inspections, as necessary, for violations of building codes, City/County ordinances or at the direction of the Chief Building Inspector and/or Mayor. Represent Building Inspection Department at meetings at various locations.
25%	In Office: Maintains accurate inspection records. Completes permit files and daily route reports. Responds to building code and related questions in person and on the phone. Confers with architects, engineers, contractors, builders, property owners and the general public. Explains and interprets building code requirements and restrictions.
5%	Other Duties: Attend Board of Adjustment, Planning Commission, City Council, Fiscal Court meetings, etc., at needed or directed. Represents Building Inspection Department, as necessary, in court actions. Attends conferences and training seminars for continuing educational requirements.
100%	NOTE: PERFORMS OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR AND MAYOR

Complete Lower Portion After Employment

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date

supplemented by three years work experience. Additional college level coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of Building Inspection Department administration, management and budgeting principles.
- Knowledge of building, mechanical, energy and zoning codes.
- Knowledge of residential, commercial and industrial construction techniques and materials.

Skills:

- Must be skilled in reading development plans, construction plans and construction specifications.
- Must be skilled in determining building code(s) intent and be able to interpret technical terms.
- Must be a skilled communicator both orally and in writing.

Abilities:

- Must be able to make decisions and maintain integrity of self and department.
- Must be able to effectively manage department personnel.
- Must be able to report department activities to appropriate lawmakers.

SPECIAL LICENSING REQUIREMENTS: Must be a Kentucky Certified Building Inspector, Level III, pursuant to 815 KAR 7:070.

ADDITIONAL REQUIREMENTS:

Continuing Education: As required to maintain Kentucky Certified Building Inspector, Level III

Evening Meeting Requirements: BOA: 2 per month, Other: occasional.

Instructions: Detailed and specific.

Processes: Must maintain flexibility in daily operations.

Review of Work: General

Analytical Requirements: Decisions based on wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Public/Internal Contact: Public 50%; Internal 50%.

Mental Effort: Moderate to Heavy

Interruptions: Constant.

Work Environment: Inside and outside.

Physical Demands:

Climbing: Must be able to climb ladders, scaffolds, walk boards, etc. under adverse conditions, as necessary to perform required inspections.

Crawling: Must be able to crawl through tight spaces, etc. under adverse conditions, as necessary to perform required inspections.

Lifting: Must be able to lift 50 pounds.

Use of Equipment: Normal office equipment (telephone, computer, calculator, copier, fax, etc.). Will need to use tools and may have the need to operate power tools.

Vehicle Operation: Must be licensed to operate a motor vehicle.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.

JOB DESCRIPTION AND WORKPLAN

Position Title: Senior HVAC Inspector

Grade 09

Non-Exempt

INSTRUCTIONS: Use simple, non technical words to describe each duty and responsibility to be performed and the office/maintenance and Police, Fire and Public Works equipment to be utilized. Use a separate paragraph for each duty/goal (limit to five major duties, if possible), beginning with the duty/goal that takes up most of your time and ending with those duties/goals that are occasional or special assignments. In the column on the left, estimate the percent of your time spent on each duty. If more space is necessary, utilize page two format.

% of Time	Specific Duties and Responsibilities of Position
70%	Field Inspections: Inspects construction work, on site, for which a building permit is required. Issues Building Code approvals, violations and certificates of compliance or occupancy. Confers with architects, engineers, contractors, builders and property owners at project locations. Performs field inspections, as necessary, for violations of building codes, City/County ordinances or at the direction of the Chief Building Inspector and/or Mayor. Represent Building Inspection Department at meetings at various locations.
25%	In Office: Maintains accurate inspection records. Completes permit files and daily route reports. Responds to building code and related questions in person and on the phone. Confers with architects, engineers, contractors, builders, property owners and the general public. Explains and interprets building code requirements and restrictions.
5%	Other Duties: Attend Board of Adjustment, Planning Commission, City Council, Fiscal Court meetings, etc., at needed or directed. Represents Building Inspection Department, as necessary, in court actions. Attends conferences and training seminars for continuing educational requirements.
100%	NOTE: PERFORMS OTHER RELATED DUTIES ASSIGNED BY SUPERVISOR AND MAYOR

Complete Lower Portion After Employment

I hereby certify that I have read and understand the above described position, including the duties and responsibilities which I have been employed to fulfill.

Employee's Typed Name

Employee's Signature

Date

I hereby certify that I have discussed the duties and responsibilities of this position with the employee and he/she has received a copy.

Department Director or Director of Human Resources

Date

CITY OF GEORGETOWN

GROUP CLASSIFICATION**ADMINISTRATIVE****POSITION CLASSIFICATION:** Senior HVAC Inspector**GRADE 09****DEPARTMENT:** Building Inspection**IMMEDIATE SUPERVISOR:** Director of Building Inspection – Building Official**SUPERVISES:** None

CHARACTERISTICS OF POSITION: Performs a variety of duties directly related to an effective residential and commercial building inspection program. Ensures compliance with all applicable codes including federal, state and local laws and ordinances relevant to building inspection. Performs related duties as required.

GENERAL DUTIES AND RESPONSIBILITIES:**Essential:**

- Inspects construction work for which a building permit is required.
- Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the Kentucky Building Code, Kentucky Mechanical Code, Kentucky Fuel Gas Code, Kentucky Energy Conservation Code and Kentucky Residential Code.
- Inspects building projects to insure construction proceeds in accordance with the plans approved with the building permit.
- Reviews and inspects City of Georgetown Tier 1 Erosive Prevention and Sediment Control Ordinance applications and projects.
- Reviews and inspects Sign application and permits for compliance with the Georgetown/Scott County Zoning Ordinance.
- Reads and interprets adopted codes, ordinances, technical manuals, drawings, instructions and specifications as related to building projects.
- Issues inspection approvals, field correction notices, violation notices, stop work orders, certificates of compliance and certificates of occupancies.
- Confers with architects, engineers, contractors, builders and the general public in the field and office; explains and interprets building code requirements and restrictions.
- Records and maintains accurate inspection records, permit files, route sheets, reports and other data concerning building permit projects.
- Attends and participates in meetings; stays abreast of new trends and innovations in the field of building inspection and plans examination.
- Acts on behalf of Building Official, when designated.
- Performs other duties as assigned.

Non-Essential: None.**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

Training and/or Experience: Associate degree in Engineering or closely related field plus Level I Building Inspector certification from the Kentucky Department of Housing, Buildings and Construction, as defined by KRS 198B.060.

Revised 01/2016

supplemented by three years work experience. Additional college level coursework in a closely related field of study or specialized training (skill/trade) from an accredited educational institution may be substituted for required work experience.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge:

- Knowledge of Building Inspection Department administration, management and budgeting principles.
- Knowledge of building, mechanical, energy and zoning codes.
- Knowledge of residential, commercial and industrial construction techniques and materials.

Skills:

- Must be skilled in reading development plans, construction plans and construction specifications.
- Must be skilled in determining building code(s) intent and be able to interpret technical terms.
- Must be a skilled communicator both orally and in writing.

Abilities:

- Must be able to make decisions and maintain integrity of self and department.
- Must be able to effectively manage department personnel.
- Must be able to report department activities to appropriate lawmakers.

SPECIAL LICENSING REQUIREMENTS: Must be a Kentucky Certified Building Inspector, Level II, pursuant to 815 KAR 7:070.

ADDITIONAL REQUIREMENTS:

Continuing Education: As required to maintain Kentucky Certified Building Inspector, Level II

Evening Meeting Requirements: BOA: 2 per month, Other: occasional.

Instructions: Detailed and specific.

Processes: Must maintain flexibility in daily operations.

Review of Work: General

Analytical Requirements: Decisions based on wide knowledge of many factors where application of advanced or technical concepts are predominantly required.

Public/Internal Contact: Public 50%; Internal 50%.

Mental Effort: Moderate to Heavy

Interruptions: Constant.

Work Environment: Inside and outside.

Physical Demands:

Climbing: Must be able to climb ladders, scaffolds, walk boards, etc. under adverse conditions, as necessary to perform required inspections.

Crawling: Must be able to crawl through tight spaces, etc. under adverse conditions, as necessary to perform required inspections.

Lifting: Must be able to lift 50 pounds.

Use of Equipment: Normal office equipment (telephone, computer, calculator, copier, fax, etc.). Will need to use tools and may have the need to operate power tools.

Vehicle Operation: Must be licensed to operate a motor vehicle.

Drug Free Workplace Policy: All employees of the City shall be and remain drug and alcohol free at all times when working for the City or engages in activities related to that work.