

JOB CLASS SPECIFICATION

ASSOCIATE BUILDING OFFICIAL

DATE UPDATED: 9/24/2026

DEPARTMENT: Building Code Administration
REPORTS TO: Chief Building Official
SALARY RANGE: Grade 2 - \$24-\$26/HR DOQ
FLSA STATUS: Non-exempt
PREPARED BY: Gary Forsyth, Chief Building Official
APPROVED BY: Joshua Wice, Executive Director

SUMMARY:

Planning & Development Services of Kenton County is dedicated to leading communities and striving to foster growth and prosperity within our community by providing the highest quality service to our customers. We enhance the quality of life through safety and protection of our community, creative planning, and deliberate guidance towards principled goals.

The Building Code Administration Department is responsible for reviewing all proposed building-related projects and their compliance with the Uniform Building Code as set forth by the Department of Housing, Buildings and Construction. The Building Codes regulate all items relating to the built environment including but not limited to new and renovated buildings, repair/replacement of equipment, fire protection systems, mechanical system, etc. The primary responsibility of the department is to ensure the minimum/maximum requirements to provide a reasonable level of safety, public health, and general welfare through structural, strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the building environment and to provide a reasonable level of safety to fire fighters and emergency responders during emergency operations.

As a key member of the Building Codes Administration team, it is the primary function of the Associate Building Official to ensure that all buildings within the jurisdiction of PDSKC are completed safely per the approved construction drawings, specifications and the appropriate uniform building code as set forth by the Department of Housing, Buildings and Construction under the direct supervision of the Chief Building Official.

QUALIFICATIONS, DUTIES, AND RESPONSIBILITIES:

Employees at all levels are expected to effectively work together to meet the needs of the community

and the organization through work behaviors demonstrating the PDS' Core Values and Mission Statement. Employees are expected to lead by example and demonstrate the highest level of ethics.

Positions in this Classification are authorized and expected to:

- Inspect all construction activities on construction projects permitted through PDS;
- Ability to read and interpret construction documents such as, but not limited to, construction drawings, mechanical drawings, fire safety drawings, structural drawings, and construction specification manuals.
- This individual shall be or have the ability to become certified to inspect structures from single family dwellings and their accessories and small commercial structures. This individual shall pass ICC tests B1 and M1 for single family inspector and B2 for Level I as set forth in 815 KAR 7:070 Other certifications required are Residential Energy Inspector/Plans Examiner;
- Inspectors in this grade classification shall train to be qualified and become certified to do the following buildings of the occupancy, type and size assigned to local governments by KRS 198B060(2): 1) Issue permit, 2) Review and approve construction documents, 3) Conduct on-site inspections, and 4) Issue compliance letters and certificates of occupancy;
- Completes and maintains electronic inspection records;
- Properly document and photograph construction sites on a regular basis;
- Work collaboratively with Contractors and Local/ State Governmental Agencies;
- Maintain permit records (such as plan review notes, inspection reports, completion forms, etc.) in an orderly and easily accessible manner;
- Perform all aspects of required inspections for the built environment. These include but not limited to architectural, life safety, accessibility, structural and energy compliance;
- Review geotechnical reports, structural evaluation, record of completion forms and other documents to ensure inspection requirements have been substantially completed;
- Inspect buildings for substantial compliance with the building codes adopted by the Department of Housing and issue certificate of occupancies once approved.
- Review construction documents for conformance to the Kentucky Building and Residential Code and its referenced standards;
- Meet with Customers on an as needed basis to answer any Customer Service needs;
- Must have the ability to write technical memos, documents and reports;
- Must be able to assist with the Principle Building Official's position when needed;
- Other duties may be assigned on an as needed basis.

EDUCATION and/or EXPERIENCE:

Graduate of a College, University or Community College with a bachelor's or associate degree in construction/building management, engineering, architecture, or fire science. High School graduates will be considered with a minimum of 3 years in a responsible, directly related construction position such as a foreman, which required the ability to effectively read and interpret building plans and specifications.

SPECIAL REQUIREMENTS:

This position requires the individual to obtain a One and Two Family Inspector license from the Kentucky Department of Housing within 12 months of hire and Level I Building Inspector from the Kentucky Department of Housing within 18 months of hire.

Employees in this Job Class Specification must possess a valid driver's license prior to appointment. Employees in this Job Class Specification must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. PDS is responsible for ensuring the employee possesses and maintains the required licensure(s), certification(s) or other credentials. Employees in this Job Class Specification must be able to provide their own transportation to and from jobsites when PDS provided vehicles are out of commission. Enforcement of the building codes has the potential to be a heated topic. Employees with this job classification must be able to deal with a wide variety of personalities in a varying degree of situations.

TYPICAL WORKING CONDITIONS:

While performing the duties of this job, the employee is regularly required to talk or listen. Work is performed in the office and in the field under varied weather conditions. Employees in this Job Class Specification will be exposed to risks inherent to construction sites. Occasionally, overtime work may be necessary. This position will require the individual to stoop, crawl, walk, climb ladders and occasionally be on lifts/scaffolds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of six (6) months.

SUPERVISORY RESPONSIBILITY:

- This position has no supervisory responsibilities.
- May serve as lead on a project basis.

POSITION TYPE/EXPECTED HOURS OF WORK:

This is a full-time position. The days and hours of work are Monday through Friday, 8:00 am–5:00 pm, with one (1) hour for lunch during the probationary period. Flexible schedules are determined on a case-by-case basis. Evening, weekend, or hours adjustments may be required as job duties demand.

ADDITIONAL REQUIREMENTS

Upon hiring, employees in this Job Class Specification may be required to maintain a valid driver's license. This status will be necessary for the length of time in this class. Applicants and employees in this Job Class Specification may be required to submit to a drug screening test and background check.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.