



CITY OF BONNERS FERRY

7232 Main Street
 P.O. Box 149
 Bonners Ferry, Idaho 83805
 Phone: 208-267-3105 Fax: 208-267-4375

JOB ANNOUNCEMENT: BUILDING OFFICIAL

HOURLY	\$30-\$32 / Hour
STATUS:	24 to 40 hours per week, including City benefits
DIRECT SUPERVISOR	City Administrator
OPENING DATE:	April, 22 2026
CLOSING DATE:	Open Until Filled
JOB SUMMARY:	
<p>The City of Bonners Ferry is accepting applications for a Building Official. This is an hourly position with benefits. This position is open until it is filled.</p> <p>The Building Official is the main employee who handles building plan reviews, permit tracking, building inspections, and other City duties as directed. It is also anticipated that this position will also include the duties associated with an ADA Title II Coordinator.</p>	

EXAMPLES OF DUTIES

1. Review site and construction plans and issue building permits for all residential, commercial, and industrial construction within the City.
2. Coordinate all components of the building permit process.
3. Develop tracking and filing system for site plans and building permits.
4. Coordinate building permit process with the City's contract planners and other City departments.
5. Provide high level of customer service, including technical building code advice and interpretation for City engineering staff and the general public.
6. Manage assigned operations to achieve goals within budget and available resources.
7. Perform compliance and enforcement duties, with respect to building code, and City Ordinance violations.
8. Perform other duties as assigned by the City Administrator that may include monitoring budgets, clerical duties, permit and project filing, project management, and other administrative work as needed.
9. Coordinate with the City's contract planner to facilitate site plan reviews and other related work.

Standards of Performance:

High degree of performance required. Ability to communicate and work effectively with elected officials, employees, professionals, vendors, and public acting in a professional and courteous manner. Must be reliable and able to work under pressure while meeting deadlines; must be flexible and can organize and prioritize a variety of related and unrelated tasks; must maintain composure and can deal with people in sensitive and sometimes difficult situations.

Machines, Tools, Equipment and Work Aids:

Knowledge of basic Microsoft features such as Excel, Word, Access, and Teams.

Required Skills, Education and Experience

- High school diploma or equivalent.
- Minimum of five years of experience as a Certified Building Official.
- The applicant is required to have the following certifications: Certified Build Official, Building Plans Examiner, Residential Plans Examiner, Residential Building Inspector, Commercial Building Inspector
- It is preferred, but not required, that the applicant has certificates as an Accessibility Inspector/Plans Examiner and an International Property Maintenance and Housing Inspector.

Preferred Skills

- Thorough knowledge and understanding of plan review and building review processes.
- Ability to work well with the public, and answer applicant questions during the building permit and inspection process.

COMPETITIVE BENEFIT PACKAGE

Along with competitive wages, the city offers a competitive benefit package to all full-time employees. It includes the following:

- Medical benefits to the employee and employee immediate family with a contribution amount of 10% by the employee. Vision and dental insurance paid for by the City at no cost to the employee.
- Member of the Public Employee Retirement System of Idaho.
- Paid Time Off accrual of 176 hours per year; maximum 264 hours overall. Increases with time at the city.
- Twelve paid holidays.