



# Combination Building Inspector

## Job Description

Department: Public Works  
Position: Career Service  
Starting Step: 44, Table 14  
Supervisory: None  
Reports to: Building Official

### Summary

Under general direction of the Building Official, performs building inspections and checks plans to determine compliance with adopted construction codes.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Perform scheduled inspections and write finding reports.
2. Review plans and permit files before performing inspections.
3. Review plans, check for code compliance, and resolve deficiencies with the builder, owner, or owner's agent.
4. Assist in plan review, permit issuance, and maintenance of files for permits, inspection reports, and plans.
5. Recommend building clearance for the processing and issuance of a certificate of occupancy.
6. Research pertinent code provisions, ownership records, assessment data, and building permit files.
7. Identify and document building and construction violations and issue violation notices when necessary.
8. Refer zoning, fire code, and other violations to appropriate offices and clear records or refer case for legal action as appropriate.
9. Answer technical questions on code and accepted construction practices and respond verbally or in a written response when required.
10. Arrange to meet builders on job sites.
11. Maintain daily log of activities.
12. Update library with current code books, research reports, and training materials and review publications for new products, recommendations, and other information.
13. Schedule ongoing training for the Building Department staff and perform training when necessary.
14. Use and maintain inspection tools, vehicle, and other equipment related to job functions.
15. Review and report on structure damage to buildings and structures in conjunction with disaster response.

### For Office Use Only

Class Code: 3031  
Class Title: Combination Building Inspector  
FLSA: Non-Exempt  
Effective Date: 7/3/2017  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No

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

Knowledge of adopted construction codes

Ability to maintain cooperative working relationships with those contacted in the course of work activities

Ability to accurately apply codes while inspecting buildings under construction or performing plan reviews

Ability to enforce codes with tact and impartiality

Ability to research and update computer records

Ability to communicate effectively verbally and in writing

Ability to maintain files, records, and reports

### **Supervisory Responsibility**

This position has no direct supervisory responsibility, but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. This job exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Field work exposes the incumbent to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually noisy. Performing this job requires the ability to regularly drive a motor vehicle.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, crouch, crawl, walk, move quickly, react, lift, carry, push, pull, navigate ladders, scaffolding, ramps, stairs, uneven terrain, slippery terrain, poles and construction sites. This employee is required to talk, hear, and write effectively. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file and lift office supplies or equipment up to 100 pounds.

### **Position Type/ Expected Hours of Work**

Incumbent must work 40 hours each week to maintain full-time status. There is availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

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**Travel**

This position requires up to 5 percent travel.

**Required Education and Experience**

- 1. Equivalent to a high school diploma
- 2. And at least Four (4) years of work experience in the construction industry including at least One (1) year performing building inspection and plan checking activities

**Additional Eligibility Qualifications**

- 1. Applicant must possess and maintain valid International Code Conference (ICC) certifications as a building, electrical, plumbing, and mechanical inspector
- 2. Selected applicant must obtain a valid State of Utah Combination Inspector License prior to employment
- 3. Applicant must possess a valid driver’s license and obtain a valid State of Utah driver’s license within 60 days of employment
- 4. Selected applicant may be subject to, and must pass, a background check

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Below is to be completed after an offer has been extended and accepted.**

**Signatures**

This job description has been approved by all levels of management:

Manager \_\_\_\_\_

Department Head \_\_\_\_\_

HR Director \_\_\_\_\_

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Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position

Employee \_\_\_\_\_ Date \_\_\_\_\_

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