



# Building Official

## Job Description

Department: Public Works  
Position: Career Service  
Starting Step: 55, Table 14  
Supervisory: Yes  
Reports to: Director – Public Works and  
Community Development

### Summary

Under direction from the Community Development Director, supervises, plans, coordinates, and directs the activities of the building inspection function. This is the advanced inspector classification level with full supervisory responsibility and authority to make code compliance decisions.

### Essential Functions

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

1. Make staffing decisions within the building inspection function including training, performance evaluations, and scheduling of work load.
2. Make recommendations regarding hiring and retention of assigned personnel.
3. Assist in the preparation of the division budget and monitor the division purchase orders and expenditures.
4. Oversee business license activities pertaining to proper application of the adopted building codes and county regulations.
5. Revise and implement building inspection policies as needed.
6. Interact with the State Department of Commerce and Department of Professional Licensing (DOPL) for required state code changes.
7. Ensure staff maintain the minimum annual mandatory training required by the state and Insurance Services Office (ISO) and maintain office practices to ensure the highest possible ISO rating.
8. Schedule and perform or oversee necessary inspections to enforce a variety of codes; make decisions on code compliance, write finding reports, and issues correction notices and citations.
9. Explain, interpret, and provide guidance regarding all applicable codes to architects, engineers, contractors, developers, staff, and other interested parties, both verbally and with written responses.
10. Review plans, calculations, and other permit related documentation, determine permit fees, check for code compliance, and resolve deficiencies with the applicant.
11. Approve plans, issue permits, and maintain files for permits and plans.
12. Check for expiration of plans, permits, and bonds, and make cancellations when required.

### For Office Use Only

Class Code: 2042  
Class Title: Building Official  
FLSA: Exempt  
Effective Date: 7/3/2017  
Public Safety: No

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

13. Issue building clearance for certificates of occupancy.
14. Identify and document building violations and issue notices to comply.
15. Refer zoning, fire code, and other violations to appropriate offices and clear records or refer cases for legal action as appropriate.
16. Update library with current code books, research reports, and training materials and review publications for new products, recommendations, and other information.
17. Play active role in the code development process and attend semi-annual meetings as a representative of the County; investigate zoning and building related complaints and takes appropriate action.
18. Review and report on structure damage to buildings and structures in conjunction with disaster response.

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

Knowledge of adopted construction codes

Knowledge of supervisory techniques

Ability to organize, assign, monitor, and evaluate the work of others

Ability to communicate effectively verbally and in writing

Ability to maintain files, records, and reports

Ability to research and update computer records

Ability to enforce codes with tact and impartiality

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

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

### **Supervisory Responsibility**

This position has direct supervisory responsibility, and 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 position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to unknown and dangerous conditions while performing field work. 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 very noisy. This position regularly drives 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.

For Office Use Only

Class Code: 2042

Class Title: Building Official

FLSA: Exempt

Effective Date: 7/3/2017

Public Safety: No

Worker's Compensation: County

Background Level: II

Safety Sensitive: No

DOT: No

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

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

Incumbent must work 80 hours each pay period 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.

### **Travel**

This position requires up to 5 percent travel.

### **Required Education and Experience**

1. Equivalent to an Associate's Degree in Construction Management or a related field
2. And a total of Six (6) years of work experience in the building inspection and/or building construction industry with at least Three (3) years performing building inspection and plans checking activities
3. And at least One (1) year in a supervisory or lead capacity in building inspection or building construction

### **Additional Eligibility Qualifications**

1. Applicants must possess a valid combination level State of Utah Building Inspector license
2. Applicants must possess International Code Conference (ICC) certifications as a building, electrical, plumbing, and mechanical inspector
3. Applicant must possess an additional ICC certification in plan review or as a certified building official
4. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within 60 day so employment
5. Selected applicants 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**

For Office Use Only

Class Code: 2042

Class Title: Building Official

FLSA: Exempt

Effective Date: 7/3/2017

Public Safety: No

Worker's Compensation: County

Background Level: II

Safety Sensitive: No

DOT: No

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 \_\_\_\_\_

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

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

For Office Use Only

Class Code: 2042  
Class Title: Building Official  
FLSA: Exempt  
Effective Date: 7/3/2017  
Public Safety: No

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