



Limited Building Inspector

Job Description

Department: Public Works
Position: Career Service
Starting Step: 36, Table 14
Supervisory: None
Reports to: Building Official

Summary

Under general direction of the Building Official, performs building inspections, within the scope of the State License and International Code Council (ICC) certification(s) obtained, 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. Assist in issuing permits and maintenance of files for permits, plans, and inspection reports.
4. Research pertinent code provisions, ownership records, assessment data, and building permit files.
5. Identify and document building and construction violations and issue violation notices when necessary.
6. Refer zoning, fire code, and other violations to appropriate offices.
7. Answer technical questions on code and accepted construction practices and respond verbally or in a written response when required.
8. Maintain daily log of activities.
9. Assist in disaster response inspections as needed.
10. Use and maintain inspection tools, vehicle, and other equipment related to job functions.
11. Arrange to meet builders on job sites.

Knowledge, Skills, and Abilities

Knowledge of adopted construction codes

Ability to maintain files, records, and reports

Ability to communicate effectively verbally and in writing

Ability to research and update computer records

Ability to enforce codes with tact and impartiality

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

For Office Use Only

Class Code: 3030

Class Title: Limited Building Inspection

FLSA: Non-Exempt

Effective Date: 7/3/2017

Public Safety: No

Worker's Compensation: County

Background Level: I

Safety Sensitive: No

DOT: No

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 position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Work exposes incumbent 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 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.

Travel

This position requires up to 5 percent travel.

Required Education and Experience

1. Equivalent to a high school diploma
2. And twelve (12) months of work experience in the construction industry
3. Internship training in building inspection will also count towards meeting the work experience requirement

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Additional Eligibility Qualifications

1. Selected applicant must obtain a valid State of Utah Limited Building Inspector License prior to employment
2. Applicant must possess and maintain a valid International Code Conference (ICC) certification as a Residential Building Inspector
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 _____

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

Employee _____ Date _____

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