

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: COMBINATION BUILDING INSPECTOR
CLASS CODE: 3031

FLSA STATUS: NON-EXEMPT
SUPERVISORY STATUS: LEAD

EFFECTIVE DATE: 12/16/2014 (REVISED 04/18/2014 VERSION)
DEPARTMENT: COMMUNITY DEVELOPMENT

JOB SUMMARY

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

CLASS CHARACTERISTICS

This is the full performance inspector classification level responsible to perform advanced plans, check activities and to provide training to limited building inspectors.

ESSENTIAL FUNCTIONS

- Performs scheduled inspections and writes finding reports.
- Reviews plans and permit files before performing inspections.
- Reviews plans, checks for code compliance, and resolves deficiencies with the builder, owner, or owner's agent.
- Assists in plan review, permit issuance, and maintenance of files for permits, inspection reports, and plans.
- Recommends building clearance for the processing and issuance of a certificate of occupancy.
- Researches pertinent code provisions, ownership records, assessment data, and building permit files.
- Identifies and documents building and construction violations and issues violation notices when necessary.
- Refers zoning, fire code, and other violations to appropriate offices and clears records or refers case for legal action as appropriate.
- Answers technical questions on code and accepted construction practices and responds verbally or in a written response when required.
- Arranges to meet builders on job sites.
- Maintains daily log of activities.
- Updates library with current code books, research reports, and training materials and reviews publications for new products, recommendations, and other information.
- Schedules ongoing training for the Building Department staff and performs training when necessary.
- Uses and maintains inspection tools, vehicle, and other equipment related to job functions.
- Reviews and reports on structure damage to buildings and structures in conjunction with disaster response.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Adopted construction codes.

Ability to: Maintain cooperative working relationships with those contacted in the course of work activities.

Accurately apply codes while inspecting buildings under construction or performing plan reviews.

Enforce codes with tact and impartiality.

Research and update computer records.

Communicate effectively verbally and in writing.

Maintain files, records, and reports.

PHYSICAL DEMANDS

Regularly: walk, stand, or stoop.
drives a motor vehicle.

Frequently: lift or otherwise move objects weighing up to 50 pounds.

Occasionally: lift or otherwise move objects weighing up to 100 pounds.

Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; Work for sustained periods of time maintaining concentrated attention to detail; and Communicate via radios.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled and partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; and Work exposes incumbent to unknown and dangerous conditions while performing field work.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma 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.

LICENSING, CERTIFICATION, AND OTHER REQUIREMENTS

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

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.