



<p>POSITION DESCRIPTION</p> <p>Building Official</p> <p>FLSA Status: Exempt Classification: Executive Salary Grade/Band:</p>	<p style="text-align: right;">10 June 2015</p> <p>Reports to: Duchesne County Commission Revised: _____ Human Resources Initials: _____</p>
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<p>POSITION PROFILE</p> <p>Under the direction of the Commission, performs supervisory and administrative duties in planning and coordinating the operation of the building inspections department, which includes complex technical duties in enforcing federal, state and county adopted construction codes to ensure public safety and health.</p> <hr/> <p>GOALS</p> <ul style="list-style-type: none"> • Provide exceptional internal and external customer services • Apply statutes, codes and procedures in a fair and consistent manner • Be fiscally responsible and accountable • Enhance employee excellence and development • Enhance technology and other job-related tools <hr/> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Supervises, trains, evaluates and disciplines employees; • Assigns, monitors and coordinates work. • Prepares and manages budget for building inspection; negotiates budget with Commission; approves expenditures for department and building safety; • Oversees review of building plans, calculations and specifications for proposed structures; establishes estimated values of proposed construction; • Resolves interpretation issues for inspections of buildings under construction for compliance with the adopted Building Codes, Utah Division of Occupational Licensing, and in coordination with the International Building Codes; • Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the International Building Code, International Mechanical Code, International Plumbing Code, International Fuel Gas Code, International Energy Conservation Code, International Residential Code, and/or the National Electrical Code; • Reviews development permits for compliance with established Utah codes and rules; • Updates knowledge of codes as adopted editions change per state; • Prepares and maintains records of plans, inspections, letters and reports prepared or used in connection with all building inspections;
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- Responds to questions from property owners and builders;
- Interprets codes and applies consistent methodology to residential, commercial, builds as required under the law;
- Identifies need for special inspectors to be employed;
- Oversees final inspection for construction projects at completion for issuance of certificate of occupancy and signs for Building Inspection Department;
- Follows up on all conditional and temporary approvals;
- Works with other County departments in coordinating plan approval and building code related issues;
- Clearly notifies contractor of code violations with written compliance report at the time of inspection;
- Evaluates existing buildings, on a complaint basis, for hazardous conditions and initiates abatement procedures per the currently adopted Uniform Code for the Abatement of Dangerous Buildings when warranted;
- Prepares informational handouts to help public understand regulations;
- Assists County Attorney in preparation and presentation of County ordinances related to building codes and when necessary works with attorney to prepare building code related cases;
- Attends meetings and workshops and reads technical literature to keep current on code; and
- Performs related duties as business necessitates.

EDUCATION AND EXPERIENCE

- High school Diploma or equivalent and five (5) years progressive experience in inspection or the construction trades, at least two (2) of which must have been in a supervisory position; or any equivalent combination of education and experience.

LICENSE AND CERTIFICATION

- Must have a current and valid Utah Driver License; and
- Must be an ICC Certified Building Official, ICC certified Plans Examiner and Certified Building Inspector with the following four codes: International Building Code, International Plumbing Code, International Mechanical Code, and National Electrical Code.

SKILLS/ABILITIES

- Able to operate computer and perform research functions using internet or database.
- Must be attentive to detail.
- Has current knowledge of County codes, such as land use, parking, street standards, etc.
- Must be able to work effectively with coworkers, management, contractors, developers, and public.
- Considerable knowledge of the Building, Mechanical, Plumbing, Electrical and Energy Codes;
- Considerable knowledge of current building construction methods, materials, tools, and equipment;
- Ability to detect hazards and violations and detail what the Codes require during field inspection work;
- Ability to enforce regulations with firmness, tact and impartiality in field inspection work;

- Ability to communicate effectively verbally and in writing;
- Ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress; and
- Have some knowledge of environmental laws and processes pertaining to institutional controls.

PERFORMANCE MEASUREMENTS

- Responsible to meet all expectations of the essential functions and perform the required skills and abilities.

LANGUAGE SKILLS

- Must be able to read and interpret adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects.
- Must be able to respond to inquiries from public, contractors, Commission, and other departments to fulfill requests for information.

REASONING ABILITY

- Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.

PHYSICAL REQUIREMENTS

- Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, or construction sites. Hand-eye coordination is necessary to operate tools, computers and various pieces of office equipment.
- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Climb or balance, stoop, kneel, or crawl frequently.

HAZARDS

- There are no significant harmful hazards that are present for this position.
- Work in office setting under florescent lighting which may cause minimal eye strain, but can be accommodated to individual needs.
- The noise level is usually moderate.

ADA STATEMENT

- Ability to perform the essential functions of this position with or without reasonable accommodation.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.