



## **BUILDING INSPECTOR, I, II or III**

### **JOB DESCRIPTION**

**Salary Range:**

I - \$37,044.09 – \$50,480.63

II - \$39,706.44 - \$53,725.37

III - \$42,763.98 - \$58,509.27

**Status:** Full-time, Non-exempt

### **SUMMARY**

Under immediate supervision of the Planning Administrator to perform residential, commercial, and industrial building inspections at various stages of construction, alteration, and repair; to review plans and prepare permit documentation for residential, commercial, and industrial projects; and to provide information and assistance to the general public.

### **SUPERVISION EXERCISED**

None.

### **ESSENTIAL DUTIES**

- Assist in the building permit process, including any clerical work required to help the public acquire necessary building permits
- Maintain data in a County data storage and retrieval system
- Perform building construction plan reviews prior to and during the construction process.
- Perform on-site building inspections
- Determine compliance with current building codes and assist public with building code questions.
- Present all applications for building permits to the Planning Commission in a timely manner
- Calculate the building inspection and mileage fee in accordance with current fee schedule approved by the building code and the County Commission and update when deemed necessary
- Interpret codes and regulations for builders and property owners and assist them in altering construction plans to meet current codes and standards

- Assist in coordination of projects with other departments or governmental agencies
- Interface with the public on various matters concerning building permits and define concerns and problems for the submission to the County Commission.
- Other duties as assigned

## **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

- **Knowledge of:**
  - Basic principles of structural design and engineering mathematics
  - Major types of building construction materials and methods
  - Modern office practices, methods and computer equipment
  - Principles and procedures of record keeping and reporting
  - Safe driving principles and practices
- **Skill with:**
  - Operating modern office equipment including computer equipment and software
  - Operating a motor vehicle safely
- **Ability to:**
  - Learn building related codes and ordinances enforced by the County, including the International Building, Plumbing, Electrical, Mechanical, Energy codes and Zoning codes.
  - Learn accepted safety standards and methods of building construction for commercial, industrial and residential buildings
  - Learn and apply technical knowledge, follow proper inspection techniques to examine workmanship and materials and detect deviations from plans, regulation and standard construction practices.
  - Read and interpret building plans, specifications and building codes
  - Make mathematical computations rapidly and accurately
  - Enforce necessary regulations with firmness and tact
  - Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs
  - Communicate clearly and concisely, both orally and in writing
  - Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work
- **Minimum Qualifications:**

### ***BUILDING INSPECTOR I***

- **Experience:**
  - One year of construction and /or building inspection experience
- **Education and/or Training:**
  - High school diploma or GED
  - Specialized training in building codes preferred
- **License or Certificate:**

- Valid Utah Driver's License
- Limited State Inspector License
- ICC Residential Building Inspector Certification
- Possession of, or ability to obtain ICC Residential Plumbing certification within six months of employment.

### ***BUILDING INSPECTOR II***

- **Experience:**
  - One year of inspection experience
  - Two additional years of either inspection, experience, related education and/or construction experience
- **Education and/or Training:**
  - High school diploma or GED
- **License or Certificate:**
  - Valid driver's license
  - ICC Residential Combination Inspection Certification

### ***BUILDING INSPECTOR III***

- **Experience:**
  - Three years of building inspection experience
  - Three additional years of either building inspection experience, related education and/or construction experience
- **Education and/or Training:**
  - High school diploma or GED
- **License or Certificate:**
  - Valid driver's license
  - ICC Combination Inspector certification
  - State of Utah Combination Inspector license

### **REQUIRED KNOWLEDGE, SKILLS and ABILITIES**

- Trained in basic computer knowledge including Microsoft office products
- Some experience or basic knowledge of personal property as it relates to commercial equipment
- Have knowledge of terminology unique to the appraisal field and building construction field.
- Knowledge and basic understanding of county zoning, subdivision and related ordinances
- Knowledge and basic ability of reading understanding maps, plats, legal descriptions and blue prints
- Knowledge of using legal descriptions to be able to locate properties on plot maps and in the field

- Ability to communicate effectively verbally and in writing
- Ability to follow written and verbal instructions
- Capability to develop and maintain effective working relationship with the public, fellow employees and supervisors.
- Must have a working knowledge of basic business mathematics
- Ability to sit, stand walk, kneel, crouch, stoop, squat, crawl, twist and climb.
- Ability to navigate and perform duties in rough terrain
- Ability to lift 25 pounds

### **HOW TO APPLY**

Interested applicants must complete and submit a County application and resume to Human Resources through the website at [www.sanjuancounty.org](http://www.sanjuancounty.org).

San Juan County is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind: San Juan County is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at San Juan County are based on County needs, job requirements and individual qualifications, without regard to race, color, religion or belief, family or parental status, or any other status protected by the laws or regulations. San Juan County will not tolerate discrimination or harassment based on any of these characteristics. San Juan County encourages applicants of all ages.