



SAN JUAN COUNTY JOB DESCRIPTION

Job Title: Building Official	FLSA Status: Non-Exempt
Department: Planning and Zoning	Salary: \$78,000 to \$100,000
Effective Date: April 2025	Benefits: Full County Benefits
Revision Date:	

GENERAL PURPOSE:

At the direction of the San Juan County Planning & Zoning Administrator, the Building Official's primary responsibility is enforcing building codes and ensuring construction projects comply with regulations, including plan review, inspections, and permitting processes. These duties include but are not limited to receiving and processing applications, coordinating building permits and inspections, reviewing the land use codes associated with approval of building permits, assisting with public outreach, and completing day-to-day general tasks associated with the department.

QUALIFICATIONS:

Under the State of Utah, a qualified building official must have completed the following:

- Have at least six years of experience as an architect, engineer, inspector, plan examiner, contractor or superintendent of construction, or any combination of these; and
- Is actively licensed as an ICC Combination Inspector in accordance with Utah State Code Section 58-56-9; and
- Have completed 40 hours of management training in accordance with Utah House Bill 58 effective May 1, 2025

Other Requirements:

- Valid Utah Driver's License
- High School Diploma or GED
- Current State of Utah ICC Combination Commercial/Residential Inspector License
- ICC Certification in Plans Examination

EXAMPLES OF DUTIES:

- Enforcement of Building Codes - interpret and enforce local, State, and National Building Codes, ensuring structures are safe and meet legal requirements.
- Plan Review - review construction plans and specifications to ensure compliance with building codes, zoning applicable to land use and other regulations before construction begins.
- Permitting - issue permits for construction projects, ensuring that all necessary permits are obtained before work commences.
- Inspections - conduct on-site inspections during construction to verify that work is progressing according to approved plans and building codes.
- Code Compliance - investigate and address code violations, working with contractors and property owners to ensure compliance.
- Public Relations - interact with the public, contractors, and other stakeholders, providing information and guidance on building codes and regulations.
- Record Keeping - maintain records of permits, inspections, and other relevant documentation in administrative software.
- Staying Current - must stay informed about changes to building codes and regulations.

WORK ENVIRONMENT

This position involves both office and fieldwork. Duties include prolonged periods of desk work requiring focused attention to detail, as well as tasks that involve standing, walking, stooping, crawling, climbing, bending in and around structures under construction which require a high degree of dexterity. Outdoor work may involve navigating rough and rocky terrain in varying and sometimes extreme weather conditions. The role requires physical mobility and adaptability to perform tasks effectively in both controlled indoor settings and unpredictable outdoor environments. Exposure to heat, dust, noise, and power equipment typically found on construction sites. Must be able to travel from building location to building location, to traverse construction areas for inspections throughout the County, and to express ideas clearly. Additionally, the position involves regular interaction with the public, which at times may be stressful.

We are an equal opportunity employer and encourage women, minorities, and the disabled to apply. Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) 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.

_____ has reviewed the
above Job Description.

Date: _____