



## JOB DESCRIPTION

Title: **BUILDING OFFICIAL**  
Department: Community & Economic Development  
Class Code: 1540  
FLSA Status: Exempt  
Effective Date: July 1, 1990 (Rev. 04/2020)

### GENERAL PURPOSE

Under general supervision from the Community & Economic Development Director, performs supervisory and administrative duties in planning and coordinating the operation of the building inspections division, which includes complex technical duties in enforcing construction codes to ensure public safety and health.

### ESSENTIAL DUTIES

- Supervises Building Inspectors, Plans Examiners, and Building Permit Technician and trains, evaluates and disciplines employees; assigns, monitors and coordinates work.
- Assists in preparing and managing budget for building inspection division; approves expenditures for building inspection.
- 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 and existing buildings for compliance with the adopted Plumbing, Mechanical, Building and Electrical Codes. Evaluates modifications to adopted codes when necessary.
- Reviews and oversees SSOD development permits and compliance with the SSOD institutional controls.
- Prepares and maintains records of plans, inspections, letters and reports prepared or used in connection with all building inspections; responds to questions from property owners and builders; interprets codes.
- 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 Division.
- Follows up on all conditional and temporary approvals.
- Works with other city departments in coordinating plan approval and building code related issues.
- Prepares informational handouts to help the public understand regulations.

- In conjunction with the Community & Economic Development Director, assists the City Attorney in preparation and presentation of city 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.
- Performs related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- Graduation from high school and seven (7) years of experience in inspection or the construction trades or any equivalent combination of education and experience. Prior supervisory experience is preferred.

### Special Requirements

- Must have a valid Utah Driver License; must be an ICC Certified Plans Examiner and Certified Building Inspector, or obtain such certifications within six months of hire.

### Necessary Knowledge, Skills and Abilities

- Considerable knowledge of the Building, Mechanical, Plumbing, Electrical and Energy Code; 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 establish and maintain effective working relationships with employees; other departments, contractors, builders and the general public; ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction in progress.
- Some knowledge of environmental laws and processes pertaining to institutional controls.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and permitting software; calculator; copy machine; phone, reference codes.

## **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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- 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.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually quiet.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_