

# Uintah County

## Job Description



<b>Title:</b>	Building Official	<b>Code:</b>	220
<b>Division:</b>	Building	<b>Effective Date:</b>	3/07
<b>Department:</b>	Building/Planning/Zoning	<b>Last Revised:</b>	3/07
<b>FLSA Cat:</b>	Exempt	<b>Pay Grade:</b>	34

### GENERAL PURPOSE

Performs a variety of **first-line supervisory, professional and technical duties** as needed plan, organize, direct and coordinate the daily operation of the building inspection function; assures compliance with county, state and/or federal uniform building, electrical, plumbing, mechanical codes and ordinances. Performs inspections on residential, commercial and industrial buildings.

### SUPERVISION RECEIVED

Works under the general supervision of the Planning Director.

### SUPERVISION EXERCISED

Provides general supervision to Building Inspector(s) III, II, I and assigned clerical support staff.

### ESSENTIAL FUNCTIONS

Performs as the county's Chief Building Official as described in various codes and regulations and ordinances; plans, organizes and directs the overall activity of the building inspection division; manages the day to day administrative requirements of the division; coordinates scheduling of inspections in all phases of construction, alterations and repairs to assure adherence to Uniform Codes, plans, and specifications.

Serves as a representative to the state-wide consortium of the county's model code group; participates in the promulgation and maintenance of the model codes adopted by the county on the local, state and national level; serves as the subject matter expert pertaining to building code enforcement.

Participates in the departmental decision making processes; develops, implements, evaluates and revises division policies, practices, priorities, methods and procedures in order to improve uniformity, fairness, accuracy and efficiency of code interpretations and enforcement; prepares and submits budgets; monitors fiscal activity to assure conformity with established budget constraints.

Exercises supervision over department personnel; delegates staff assignments and monitors work quality, assures standards of performance; establishes performance plans, evaluates performance; initiates corrective action as needed; makes recommendations affecting employee retention and advancement; maintains time sheets, prepares product research reports; develops, initiates, coordinates and delivers training programs, seminars, etc., to division personnel, contractors, architects, builders, engineers and code officials as needed to upgrade professionalism and assure quality and efficiency in the construction review and inspection process.

Mediates code interpretation and enforcement disputes with architects, developers and builders; negotiates alternatives within provisions of the applicable codes; coordinates board of appeals proceedings as needed; attends various board and public meetings as needed to communicate division activity and to advise on issues affecting building activities within the county.

Conducts pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advises architects, engineers, contractors and owners on code and design requirements; issues final decisions related to code interpretations within the county.

Develops and implements procedures for processing permit applications; determines building permit fees following established procedures for building type and size; coordinates the issuing of permits for building, plumbing, electrical, sewer, water, heating, cooling and other construction phases as required by law; determines and verifies occupancy classification and issues certificates of occupancy.

Coordinates division research activities; reviews professional reports and journals to determine changes and trends in the industry; develops alternatives in policies, standards, ordinances and regulatory activities based upon findings; investigates complaint and coordinates with legal advisors as needed; offers testimony in court as needed to defend and support county code enforcement decisions.

Performs complex and detailed plan checks of major projects; researches and reviews proposed building plans to assure compliance with county ordinances, uniform building and safety codes; refers plans to other agencies for further research as necessary.

Performs or supervises the more technical and comprehensive inspections of industrial or commercial building and construction activities within the County; may routinely inspect building excavation, foundation, framing of walls, floors, structural elements, rated assemblies, fire dampers, smoke evacuation systems, air and vapor barriers, handicapped facilities, truss structures, etc.; may also inspect curbs, gutters, backfill, sidewalks, driveways and other site improvements.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school, plus, Two (2) years of specialized training in building methods and practices related to commercial, industrial and residential structures provided through technical college , professional workshops or university studies;

AND

B. Six (6) years of responsible experience performing above or related duties; two (2) years of which must have been in a lead or supervisory capacity;

OR

C. An equivalent combination of education or experience.

2. Knowledge, Skills and Abilities:

**Thorough knowledge of** construction methods and materials common to commercial, industrial and residential construction projects; legal system and procedures for initiating sanctions for code violations; basic engineering standards and codes; procedures and processes used in the establishment of codes and ordinances; political, legal and governmental processes affecting various building programs and project management; safety, fire, uniform abatement of dangerous buildings, mechanical, plumbing, electrical, and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications; interpersonal communication skills. **Working knowledge of** principles of supervision and work flow management.

**Considerable Skill** in the art of diplomacy and cooperative problem solving. Skill at the journey level in one or more of the construction disciplines (i.e., building, electrical, plumbing, mechanical, etc.).

**Ability to** interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess a valid Utah Drivers license.

Must be an I.C.C. or State of Utah Certified Inspector in all areas of residential and commercial inspection, including plan review, plumbing, electrical, mechanical, and building

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and

reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions.

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**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(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. This job description supersedes earlier versions.

I \_\_\_\_\_ have reviewed the above job description. Date: \_\_\_\_\_  
(Employee)