

# Uintah County

## Job Description



<b>Title:</b>	Building Inspector I	<b>Code:</b>	301-1
<b>Division:</b>	Building	<b>Effective Date:</b>	3/07
<b>Department:</b>	Building/Planning/Zoning	<b>Last Revised:</b>	9/08, R.1
<b>FLSA Cat:</b>	Non-Exempt	<b>Pay Grade:</b>	18

### GENERAL PURPOSE

Performs a variety of **entry level para-professional and technical duties** as needed to assure compliance with county, 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 Building Official , Building Inspector III or II while in training on a project-by-project basis.

### SUPERVISION EXERCISED

None.

### ESSENTIAL FUNCTIONS

Visits building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances; conducts condemnation proceedings on unsafe structures.

Interprets regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards.

Investigates alleged code violations; determines whether a violation exist; informs building owner/worker of violations in building construction; serves correction notices, stop work notices as needed; works closely with county attorney in insuring compliance with the law and observance of safety regulations;; prepares certification of the inspection; serves public nuisance notices; follows through on abatement of particular houses; examines burned buildings upon request to determine structural safety for occupancy or reuse.

Maintains files on buildings under construction, inspection checks, work notices, soil and concrete tests, etc.; researches into particular problems; suggests solutions; follows up on written agreements between the county and building owners, developers, contractors, etc.

Discusses proposed changes in ordinances and codes with supervisors; receives correct interpretation and passes the same onto the public as the occasion arises; provides solicited input regarding code changes; reviews and studies uniform codes to stay abreast of changes.

Receives and examines building plans for compliance with uniform building code as to construction, building type, occupancy, fire protection and location of lot; verifies plans to conform to county ordinances.

Processes building applications; determines building permit fees following established procedures for building type and size; issues permits for building, plumbing, electrical, sewer, water, heating, cooling and other construction phases as required by law.

Makes corrections for errors on blueprints; accepts and files building permits; discusses and explains ordinances and codes to concerned home owners and contractors; assumes authority and responsibility for plan corrections as to conformance to county ordinances and codes.

Advises property owners, builders, contractors, architects, or developers as needed to apprise appropriate parties of concerns and potential violations; obtains facts necessary to determine proper course of actions; coordinates and monitors solutions.

Conducts field investigations and property inspections to determine extent of violations; checks for "clear view" on corner lots, verifies business licenses, monitors sign compliance, monitors compliance with animal ordinances, monitors property use for zoning compliance; cooperates with board of health in monitoring health and safety practices of business operations; prepares various investigative reports; initiates legal proceedings where appropriate and coordinates the same with county legal staff; may administer preliminary sanctions as allowed by ordinance or code.

Coordinates code enforcement activities with other county departments as necessary; works closely with Planning staff regarding interpretations and enforcement of codes.

Conducts regular review of codes, ordinances and regulations; receives legal interpretations as needed to direct enforcement of compliance; makes recommendations related to practical application of codes and ordinances; assists in adapting, modifying or rewriting codes as needed.

Performs related duties as required.

### MINIMUM QUALIFICATIONS

1. Education and Experience:

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

AND

B. Two (2) years of responsible experience performing above or related duties or in being directly involved in the building trades;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

**Some knowledge of** construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes; political, legal and governmental processes affecting various building programs and project management; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications; interpersonal communication skills.

**Skill** in the art of diplomacy and cooperative problem solving.

**Ability to** interpret codes accurately and effectively; 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 1-2 areas of residential or 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)