



# Building Inspector - Combination

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 725  
Supervisory: No  
Reports to: Building Official

### Summary

Under general direction of the Building Official, performs building inspections and checks plans to determine compliance with adopted construction codes. Incumbents serving in this classification perform duties within the scope of their State License and International Code Council (ICC) certification(s).

### Essential Functions

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

1. Perform scheduled inspections to determine code compliance and document findings; review plans and permits prior to performing inspections; resolve deficiencies with the building, owner, or owner's agent; utilize inspection tools, vehicles, workstations, and other equipment, as needed.
2. Assist with plan reviews, permit issuance, and maintenance of files for permits, inspection reports, and plans.
3. Recommend building clearance to the Building Official for processing and issuance of a certificate of occupancy, as needed.
4. Research applicable code provisions, ownership records, assessment data, and building permit files.
5. Identify and document building and construction violations and issue violation notices, as needed.
6. Refer zoning, fire code, and other violations to appropriate offices and clear records or refer case for legal action, as appropriate.
7. Arrange to meet with clients to perform scheduled inspections and/or for consultations; answer technical questions on adopted code and accepted construction practices, as required by Utah State Code.
8. Maintain daily log of activities; accurately log check in/check out times.
9. Conduct disaster response inspections, as needed; review and report on structure damage to buildings and structures.

### For Office Use Only

Job Code: 3031  
Job Title: Building Inspector - Combination  
FLSA: Non-Exempt  
Effective Date: 8/17/2023  
Public Safety: No

Worker's Compensation: County  
Background Level: I  
Safety Sensitive: No  
DOT: No  
ML: Individual Contributor

10. Ensure clean, safe, and working conditions for all inspection tools, vehicle, workstation, and other equipment related to job functions.
11. Update department library with current code books, research reports, and training materials; review publications for new products, recommendations, and other information, as needed.
12. Coordinate ongoing training for Division staff; perform training, as needed.

### **Knowledge, Skills, and Abilities**

- Considerable knowledge of adopted construction codes
- Knowledge of construction designs, types of construction, methods, materials and uses
- Skilled in reading blueprints, engineering reports, building plans, building evaluation reports, and product listing information
- Ability to establish, maintain, and foster cooperative working relationships with those contacted in the course of work activities
- Ability to accurately apply codes while inspecting buildings under construction or performing plan reviews
- Ability to enforce codes with tact and impartiality
- Ability to research and update computer records
- Ability to communicate effectively verbally and in writing
- Ability to maintain files, records, and reports

### **Supervisory Responsibility**

This position has no direct supervisory responsibility but does serve as a coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment, but work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation. Incumbent may be exposed to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Field work exposes the incumbent to unknown and dangerous conditions. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually moderate to loud. The incumbent may be required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

### **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.

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While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, crouch, crawl, walk, move quickly, react, lift, carry, push, pull, navigate ladders, scaffolding, ramps, stairs, uneven terrain, slippery terrain, poles, and construction sites. This employee is required to talk, hear, and write effectively. The employee is required to type, file, and lift or otherwise move supplies or equipment up to one hundred (100) pounds. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. The employee regularly drives a motor vehicle.

### **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

### **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

### **Required Education and Experience**

1. High school diploma or equivalent.
2. Four (4) years of work experience in the construction industry including, at least one (1) year performing building inspection and plan checking activities.
3. Equivalent combinations of education and experience may be considered, but education may not substitute for experience performing building inspection and plan checking activities.

### **Additional Eligibility Qualifications**

1. Applicants must possess and maintain valid International Code Conference (ICC) certifications as a building, electrical, plumbing, and mechanical inspector.
2. Selected applicant must obtain a valid State of Utah Combination Inspector License prior to employment.
3. Applicant must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
4. Selected applicants will be required to submit to a pre-employment drug screen and background check.

### **AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

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**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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