Building Official

Job Description

Department:	Community Development
Position:	Career Service
Grade:	729
Supervisory:	Supervisor
Reports to:	Director - Community Development

Summary

Under general guidance and direction of the Director - Community Development, supervises, plans, coordinates, and directs the activities of the building and permit inspection functions. Enforces state and local building codes to ensure compliance and provides supervisory leadership to other building staff.

Essential Functions

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

1. Supervise, plan, coordinate, and direct the work of assigned personnel; schedule workload and delegate assignments; oversee training and conduct staff meetings.
2. Make staffing decisions related to the hiring, retention, and training of assigned personnel; evaluate and conduct performance appraisals.
3. Identify, evaluate, and resolve personnel concerns; administer disciplinary actions in accordance with County policy and procedures.
4. Administer and enforce building codes and other applicable laws to ensure public safety and compliance with state and local regulations.
5. Oversee business license activities pertaining to proper application of adopted building codes and county regulations; revise and implement building inspection policies as needed.
6. Schedule and perform or oversee necessary inspections to enforce a variety of codes; make decisions on code compliance, write finding reports, and issue correction notices and citations.
7. Review plans, calculations, and other permit-related documentation, determine permit fees, check for code compliance, and resolve deficiencies with the applicant; approve plans, issue permits, and maintain files for permits and plans; issue building clearance for certificates of occupancy.
8. Explain, interpret, and provide guidance regarding all applicable codes to architects, engineers, contractors, developers, staff, and other interested parties, both verbally and with written responses.
9. Track and manage the expiration of permits, plans, and bonds, canceling them when necessary.

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Safety Sensitive: No
DOT: No
ML: Supervisor

10. Identify, investigate, and document building violations and complaints, and issue notices to comply; refer zoning, fire code, and other violations to appropriate offices and clear records or refer cases for legal action as appropriate.
11. Interact with the State Department of Commerce and Department of Professional Licensing (DOPL) for required state code changes; represent the county in the code development process by attending code development hearings as needed.
12. Ensure staff maintain the minimum annual mandatory training required by the state and Insurance Services Office (ISO) and maintain office practices to ensure the highest possible ISO rating.
13. Manage and update the department library with current code books, research reports, training materials, and industry publications for new products, recommendations, and other information.
14. Assess damage to buildings following natural disasters or emergencies; provide reports and recommendations on safety and repair requirements.
15. Assist in preparing and monitoring the division's budget, including review of purchase orders and expenditures to ensure fiscal responsibility.

Knowledge, Skills, and Abilities

- Knowledge of State Construction Code, including amendments
- Knowledge of the principles, methods, and best practices for reviewing building plans, issuing permits, and conducting inspections
- Knowledge of state and local laws and ordinances, including zoning regulations and other municipal requirements
- Knowledge of supervisory techniques
- Knowledge of basic public sector budgeting and fiscal management principles
- Skilled in interpreting complex architectural and engineering plans to ensure compliance with adopted building codes
- Skilled in assessing structural integrity and damage following emergencies
- Skilled in effectively presenting information to stakeholders, officials, and community members both verbally and in writing
- Ability to organize, assign, monitor, and evaluate the work of others
- Ability to maintain and organize files, records, and reports in both physical and digital formats
- Ability to research information and accurately update digital records and databases
- Ability to enforce codes tactfully and impartially, and resolve disputes with contractors, developers, and property owners while maintaining professionalism
- Ability to accurately apply codes while inspecting buildings under construction or performing plan reviews
- Ability to maintain cooperative working relationships with those contacted in the course of work activities

Supervisory Responsibility
This position has direct supervisory responsibility and serves as a coach and mentor for other positions in the department.

Work Environment
This job operates in a professional office environment, but frequently performs site visits with sustained periods outdoors and in all weather conditions. This position exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, poor ventilation, and possible bodily injury from moving mechanical parts of equipment, tools, or machinery. Incumbent may be exposed to unknown and dangerous conditions while performing field work. This role routinely uses standard office equipment such as computers, smartphones, photocopiers, shredders, and filing cabinets. The noise level in the work environment is usually very noisy. 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.

While performing the duties of this job, the employee uses manual dexterity to handle, feel, and operate objects, tools, and controls, and reach with hands and arms. In the field, the employee regularly walks, stands, and may be required to navigate ladders, scaffolding, ramps, stairs, uneven terrain, slippery terrain, poles and construction sites. Work may demand the ability to crouch, crawl, lift, carry, push, or pull. This role is required to talk and listen. Specific vision abilities necessary for this job include close vision and ability to adjust focus. The employee may be required to type, file, and lift office supplies or equipment up to seventy (70) pounds. The employee frequently drives a motor vehicle.

Position Type/ Expected Hours of Work
Incumbent must work eighty (80) hours each pay period to maintain full-time status. The expected work hours are 8:00 am to 5:00 pm, Monday through Friday. 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. Associate's degree or higher-level degree in Construction Management or a related field.
2. Six (6) years of work experience in building inspection, plan review, or construction, including at least three (3) years performing building inspection and/or plan checking activities.
3. At least one (1) year in a supervisory or lead capacity in building inspection or building construction.

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4. Equivalent combinations of education and experience may be considered, but education may not be substituted for experience performing building inspection and plan checking activities.

Preferred Education and Experience

1. Preference may be given to applicants with a bachelor's degree or higher in Construction Management, Civil Engineering, Architecture, or a related field.
2. Preference may be given to applicants with a Certified Building Official designation or completion of at least forty (40) hours of management training from a state-approved training program or from an accredited college.

Additional Eligibility Qualifications

1. Selected applicants must obtain the following certifications and licenses within the specified timeframes and maintain them throughout employment:
    a. Within the Six (6) Month Probationary/Trial Period:
        i. Valid Limited Building Inspector License with all residential certifications with the State of Utah's Division of Professional Licensing.
    b. Within Twelve (12) Months in Position:
        i. International Code Council (ICC) Inspector designation for building, electrical, plumbing, and mechanical.
        ii. One (1) additional ICC certification in plan review or as a Certified Building Official.
2. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
3. 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.

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.

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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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