



Grand County

Job Description

Title:	Building Inspector	Job Code:	1405
Division:	Operations	Effective Date:	09/2017
Department:	Building	Last Revised:	01/2023

GENERAL PURPOSE

Performs a variety of **para-professional and technical duties** related to conducting site inspections on residential, commercial and industrial buildings to assure conformity with established county and state building codes. Provides plan review and building inspection service for Grand County and the Town of Castle Valley.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official/Floodplain Administrator.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS

Building Inspection: Performs inspections of residential and commercial construction to insure compliance with adopted codes and state and local licensure requirements. Receives and examines building plans for compliance with International building code as to construction, building type, occupancy, fire protection and location of lot. Assists contractors and the general public to understand building law and methods.

Performs plan review to insure construction documents comply with all currently adopted codes and ordinances and maintain record of such reviews; verifies plans to conform to county ordinances; makes corrections for errors on blueprints; 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. Interprets regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards.

Calculates building permit fees following established procedures for building type and size; issues permit(s) for building, plumbing, electrical, sewer, water, heating, cooling and other construction phases as required by law.

Inspects new and existing residential, industrial or commercial structures within the county to assure compliance to one more of the established codes, i.e., building, plumbing, mechanical, electrical, zoning, site development and flood plain regulations.

Reviews plans and specifications and performs inspections for properties within the Special Flood Hazard Area (SFHA) to ensure compliance with County Floodplain Ordinance, and the National Flood Insurance Program (NFIP) regulations.

Visits building sites or existing buildings to perform inspections including footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances; inspects sites and/or buildings and issues final approval.

Works closely with the code enforcement officer on building code issues.

Investigates and assists the Chief Building Official in the legal process of the abatement of abandoned and dangerous buildings.

Participates in pre-construction conferences as needed to coordinate involvement of local contractors, special districts, the county departments and local utilities as needed to produce the most comprehensive view of planned community development. Helps inform and educate contractors of changes in the various adopted state codes.

Maintains an accurate daily log and a list of current inspections, complaints and problems reported to ensure ongoing status monitoring and to expedite resolution. Performs inspections of businesses for licensing purposes. Assists with general clerical work within the department.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

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

OR

B. Five (5) years of progressively responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Working knowledge of current construction codes; 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, blueprints and related specifications; interpersonal communication skills.

Skill in the art of diplomacy and cooperative problem solving; reading, writing, math, and word processing.

Ability to interpret codes accurately and effectively; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; follow written and verbal instructions; 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; understand and explain provisions of applicable Federal, State, County, and County construction related codes and regulations; handle numerous tasks concurrently; maintain cooperative working relationships with engineers, architects, contractors and the general public; Make independent judgments and decisions and then effectively communicate those judgments and ideas to co-workers and the public; work under stressful conditions. Understand and follow oral and written instructions; operate and use modern office equipment including computer and computer programs; physically perform essential functions of the job.

3. Special Qualifications:

Must possess a valid Utah Driver's license.

Must be an I.C.C., and State of Utah Certified Inspector in all eight residential and commercial areas of inspection specialization, or obtain within 2 yrs.

Must be certified through ASFPM as a certified floodplain manager, or obtain certification within 2yrs.

Must complete a twelve-month introductory/orientation period as a prerequisite to this position.

Must successfully complete a pre-employment drug screening.

Must maintain licensure and certification through continuing education.

4. Work Environment:

Work is performed indoors and outdoors in all types of weather conditions. Field inspections require frequent exposure to heights, construction site hazards, weather and frequent exposure to pressure from interpersonal conflict and deadlines. Requires nearly constant contact with the public, frequent exposure to wet and/or humid conditions, and intermittent exposure to stressful situations as a result of human behavior and the demands of the position. Position may require some evening and weekend inspections. Position requires sitting, standing, walking on level, rough and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crawling, grasping and making repetitive hand movement in the performance of daily duties. Must be able to climb scaffolding and crawl through small areas to make inspections. Fine coordination is used when the incumbent is measuring designated areas for proper conformance. The position also requires dexterity and balance in the use of ladders and walking on roofs, scaffolding, ceiling and floor joists and crawling under structures. 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 and periodic exposure to seasonal weather extremes.

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)