

**DEPARTMENT :** COMMISSIONERS  
**DIVISION :** ADMINISTRATION  
**POSITION :** BUILDING OFFICIAL  
**LAST UPDATE :** MARCH 2010  
**FLSA STATUS :** NON-EXEMPT

### **JOB SUMMARY**

- Perform technical review and inspection of building and site plans to ensure compliance with county, state and other applicable building codes.
- Perform inspection of residential and commercial construction to ensure compliance with appropriate codes.
- Perform a variety of administrative duties as required to plan, organize and direct various county building, planning and zoning and land-use practices.
- Assure county-wide compliance with all ordinances related to building codes and related matters.

### **NATURE AND SCOPE**

The Board of County Commissioners provides broad policy guidance and direction to the Building Department and Building Official. Direct supervision of the Building Department, Building Official and Building Inspector(s) is provided by the County Administrator. Works with government officials, building and construction professionals, and the general public

### **MINIMUM JOB QUALIFICATIONS AND SKILLS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Certified by the International Code Council (ICC) or the International Conference of Building Officials (ICBO) as a Building Inspector for the International Residential Code (IRC) and the International Building Code (IBC).
2. Possess a valid Idaho Driver's License and have the ability to operate a motor vehicle.
3. 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.**

- 4. Thorough knowledge of principles, procedures, materials, equipment, and standard practices of building construction, including stages when inspections to detect violations and defects are most easily observed and corrected.**
- 5. Thorough knowledge of federal, state and local building codes and ordinances; abatement of dangerous building code, and life safety code.**
- 6. Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties.**

**ESSENTIAL JOB FUNCTIONS:**

- 1. Ability to perform physical activities, occasionally involving muscular strain related to walking, standing, stooping, sitting, reaching.**
- 2. Talking, hearing and seeing required in the performance of essential functions.**
- 3. Discriminating thinking and creative problem solving.**
- 4. Skill in public relations and delivery of public presentation.**
- 5. Ability to enforce regulations with firmness, tact, and impartiality.**
- 6. Ability to detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards in an on-site inspection.**
- 7. Ability to follow written and oral instructions.**
- 8. Ability to meet deadlines.**
- 9. Ability to communicate effectively, both verbally and in writing, and establish and maintain working relationships with elected officials, other employees, the public, builders and developers, applicants, property owners, and other interested and affected parties.**

10. Ability to prepare oral and written reports and maintain review, inspection and enforcement records and findings, documents, correspondence, and related files and records.

**SPECIFIC DUTIES:**

1. Perform technical office review of building and construction plans and perform on-site building inspections for compliance with County and other applicable building codes, including but not limited to structural, mechanical, fire safety and other applicable codes.
2. Accept, file and process building applications; determine building permit fees; and issue permits for building.
3. Maintain files on buildings under construction, inspection checks, work notices, etc.
4. Act as a resource to contractors, the public, design professionals and other interested parties on matters relating to code requirements and construction techniques and practices.
5. Respond to complaints and perform inspections on existing buildings for code violations;
6. Investigate alleged code violations and hazardous conditions.
7. Document inspections, including violations and all records including inspection reports and correspondence with affected parties on compliance efforts.
8. Serve public nuisance notices; follow through on abatement of particular buildings.
9. Follow up on written agreements between the county and building owners, developers, contractors, etc.
10. Assign new addresses and monitor compliance with rural addressing ordinance.
11. Monitor zoning and subdivision compliance; ability to read zoning maps and understand plats for proposed subdivisions.
12. Monitor floodway insurance program; ability to read floodway maps.
13. Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations

and activities.

14. Performs all work duties and activities in accordance with County policies, procedures and safety practices.
15. Performs other related duties as required or assigned.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

1. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others.
2. Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, review plans, and diagrams, and move through unfamiliar buildings, climb ladders, crawl around and under buildings and ditches and across steep and/or rough terrain.
3. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment.
4. Sufficient body mobility, flexibility, and balance to work in an office environment which requires sitting for a long periods of time and perform field inspections in various weather conditions, bend, climb and stoop.
5. The noise level in the work environment is usually moderate, but will involve times of significant noise on job sites
6. Will involve possible interaction with individuals in a variety of settings, including sometimes in difficult and adversarial circumstances.

*The above is intended to describe the general content of and requirements for the performance of the position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements for the position.*