



BINGHAM COUNTY
Is Recruiting for the Position of

BUILDING INSPECTOR
February 28, 2019

Salary: Starts at \$17.82/hour –DOQ/DOE
Fulltime, County Benefits Included
Closing Date: Open Until Filled

Pay Grade: N19, N20*
(see Special Qualifications Section)

FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function

The principal function of an employee in this class is to perform technical on-site inspections to ensure compliance with County ordinances and state and other applicable building codes. This is a journey level inspector position. The work is performed under the general supervision of the Building Official and direct supervision of a senior level Building Inspector, with considerable latitude allowed for independent judgment and initiative. The principal duties of this class are performed in general office and field environments and may include exposure to adverse weather conditions.

Essential Duties and Responsibilities (will vary by assignment)

- Performs on-site building inspections for compliance with County and other applicable building codes, including but not limited to structural, mechanical, health, fire safety, and other applicable codes;
- Documents inspections, including violations and all records including inspection reports and correspondence with affected parties on compliance efforts;
- Issues Stop Work orders, as needed;
- Investigates hazardous or illegal conditions;
- Responds to complaints and performs inspections on existing buildings for code violations;
- Prepares letters outlining violations and compliance methods;
- Maintains files documenting complaints, violations, correspondence, appeals, and related documents;
- Maintains records, logs, reports, databases, statistics, and documentation of inspections;
- Prepares and presents periodic reports;
- Presents testimony and evidence in reviews, hearings, and court cases;
- Acts as a resource to contractors, public, design professionals and other interested parties on matters relating to code requirements and construction techniques and practices;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Principles, procedures, materials, and standard practices of building construction, including stages when inspections to detect violations and defects are most easily observed and corrected;
- County and other applicable building and construction codes, including but not limited to, structural, mechanical, electrical, plumbing, health, fire safety, and other applicable codes;
- Standard practices and procedures for field inspection;
- County planning, zoning, subdivision, flood, and related development codes and ordinances;
- County building permit and fee schedule.

Ability to:

- Read and interpret complex construction plans, blueprints, designs, maps, diagrams, and related documents, including relating them to actual construction;
- Detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards in an on-site inspection;
- Operate a motor vehicle;
- Prepare oral and written reports and maintain review, inspection and enforcement records and findings, documents, correspondence, and related files and records;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively and establish and maintain working relationships with other employees, the public, developers and builders, customers, applicants, property owners, and other interested and affected parties, including in difficult and sometimes adversarial circumstances;
- Communicate effectively both orally and in writing;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform time management and scheduling functions, meet deadlines and set project priorities;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required and technical degree in construction management or a related field is preferred;
- Two (2) years construction management or inspection experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.