

# South Jordan City

## Job Description

<b>Title:</b>	<b>Building Chief Official</b>	<b>Effective Date:</b>	<b>1/23/18</b>
<b>Org:</b>	<b>100420</b>	<b>FLSA:</b>	<b>Exempt/Executive</b>
<b>Pay Grade:</b>	<b>25</b>	<b>Workers Comp:</b>	<b>Municipal</b>

### GENERAL PURPOSE

Perform a variety of administrative and technical duties as needed to plan, organize, direct and coordinate construction inspection. Provide leadership, direction, management, supervision and coordination of building division activities.

### SUPERVISOR

Director of Development Services/City Engineer

### POSITION(S) SUPERVISED

Assistant Building Official  
Fire Marshal  
Plans Examiner

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Perform or supervise the review of proposed building plans to assure compliance with city ordinances, building and safety codes; refer plans to other agencies for further research as necessary.

Perform or supervise the more technical and comprehensive inspections of industrial or commercial building and construction activities within the City; may routinely inspect building excavation, foundation, framing of walls, floors, structural elements, rated assemblies, fire dampers, smoke evacuation systems, air and vapor barriers, handicapped facilities, truss structures, etc.; may also inspect curbs, gutters, backfill, sidewalks, driveways and other site improvements; initiates stop work orders; conduct abatement proceedings on unsafe buildings.

Respond to structural incidents to assess fire or other damage to structural components of buildings for safety and habitability when requested.

Assume the authority and responsibility of the Fire Code Official as set forth in the International Fire Code, Utah Code Annotated, and South Jordan City Ordinance, as currently adopted and hereinafter amended. The Chief Building Official, acting as the Fire Code Official, shall not have the authority or responsibility for 1) fire records, 2) fire investigations, and 3) controlling or prohibiting the use of fireworks, lighters, matches, and smoking materials in hazardous areas. Those responsibilities shall be the responsibility of the Fire Chief.

Oversee the training and mentoring of the building division staff.

Oversee the residential and commercial building plan review process to assure that plans are reviewed within time guidelines set by the department.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Bachelor Degree in engineering, construction management, or related field preferred;  
AND
- B. Four (4) years of experience performing above or related duties; two (2) years of which must have been in a lead or supervisory capacity

2. Special Requirements:

Valid Utah Class D Driver License  
Current State of Utah License as a Combination Commercial/Residential Inspector  
ICC Certification in Plans Examination

3. Knowledge, Skills, and Abilities:

Position requires a thorough knowledge of: construction methods and materials common to commercial, industrial and residential construction projects; legal system and procedures for initiating sanctions for code violations; basic engineering standards and codes; procedures and processes used in the establishment of codes and ordinances; political, legal and governmental processes affecting various building programs and project management; safety, fire, uniform abatement of dangerous buildings, mechanical, plumbing, electrical, and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blueprints and related specifications; interpersonal communication skills

Ability to operate a personal computer and Microsoft products.

Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; 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; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public. Ability to train and mentor building inspection staff.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving.

4. Working Conditions:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and critical thinking common to most job functions. Frequent local travel required in course of performing portions of job functions.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Municipal Exempt</b>	<b>EEO-4 Class:</b>	<b>Official/Adm</b>
<b>Location:</b>	<b>Building</b>	<b>EEOP Class:</b>	<b>Official/Adm</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>325</b>