

# South Jordan City

## Job Description

<b>Title:</b>	<b>Building/Code Inspector Trainee</b>	<b>Effective Date:</b>	<b>7/26/20</b>
<b>Org:</b>	<b>100420</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Pay Grade:</b>	<b>11</b>	<b>Workers Comp:</b>	<b>Municipal</b>

### GENERAL PURPOSE

Perform a variety of entry level, professional and technical duties as needed to assure compliance with city, county, state and/or federal building, electrical, plumbing, mechanical, fire codes and ordinances. Perform routine inspections on residential, commercial and industrial buildings. Inspect business or property and evaluate against appropriate ordinance to determine violations and initiate actions to correct any violations that are found.

### SUPERVISOR

Assistant Building Official

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach.

Serve as a resource to contractors on matters relating to code requirements and construction techniques and practices; discuss and explain ordinances and codes to concerned homeowners and contractors.

Visit building sites or existing buildings to perform inspections such as zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to approved plans, building codes and ordinances.

Investigate alleged code violations; determine whether a violation exist; inform building owner/worker of violations in building construction; serve correction notices; prepare certification of the inspection; assist Chief Building Official on abatement of unsafe buildings; examine damaged buildings upon request to determine structural safety for occupancy or reuse.

Maintain files on buildings under construction, such as inspection reports, soil and concrete tests, etc.; research into particular problems; suggest solutions; follow up on written agreements between the city and building owners, developers, contractors, etc.

Respond to citizen complaints regarding alleged violations of city codes, ordinances, and regulations. Inspect the city for code and ordinance violations. Determine the nature of the violation and advise the property owners and others as needed. Coordinate and monitor solution.

Conduct field investigations and property inspections to determine extent of violations; check for "clear view" on corner lots, verify business licenses, monitor sign compliance, monitor property use for zoning compliance; prepare various investigative reports; initiate legal proceedings where appropriate and coordinate the same with city legal staff; may administer preliminary sanctions as allowed by ordinance or code; give testimony in a court of law as required.

Enforce zoning violations, weed abatement, and nuisances within the city. Issue misdemeanor and administrative citations. Investigate and enforces unauthorized dumping within the city. Enforce City ordinances by issuing warnings, citations or taking other corrective action.

May assist Building Plans Examiners review of building permit applications as to compliance with building codes for building type, occupancy, fire protection and location of lot; verify plans to conform to city ordinances; make corrections for errors on blueprints; discuss and explain ordinances and codes to concerned home owners and contractors.

Perform other duties as assigned.

## MINIMUM QUALIFICATIONS

### 1. Education and Experience:

A. Graduation from High School or G.E.D.

AND

B. One (1) year construction experience OR Associate Degree from a regionally accredited college or university with major course work in building inspection, construction, or related field,

OR

C. Current full-time employee and off probation.

### 2. Special Qualifications:

Valid Utah Class D Driver License

Must obtain State of Utah Licensed Residential Inspector for Building and Plumbing Certification within six (6) months of hire.

Must obtain State of Utah Licensed Residential Inspector for Mechanical and Electrical within one (1) year of hire.

### 3. Knowledge, Skills, and Abilities:

Knowledge of 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. Knowledge of basic drafting techniques, blueprints and related specifications; interpersonal communication skills.

Ability to enforce regulations with firmness, tact, and impartiality; keep operating records and maintain various written reports; read maps and locate property; establish and maintain effective working relationships with employees, other agencies and the public; comprehend interpret and enforce City ordinances, codes and regulations.

Ability to operate a personal computer and Microsoft products.

Ability to interpret codes accurately and effectively; 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.

### 4. Working Conditions: Inspecting construction sites outdoors in all types of weather. May also be required to perform plan reviews in office and other duties as assigned. Inspector may be required to stay and work longer hours on a daily basis. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting and reaching. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability,

critical thinking and creative problem solving. Frequent local travel required in normal course of job performance.

*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 Non-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>300/330</b>