

ADAMS COUNTY

CLASS SPECIFICATION

BUILDING OFFICIAL

Department: Building Department
FLSA Designation: Non-exempt (covered)
upgrade January/2019

Pay Grade: 8
Effective Date: Sept

Purpose of Class

Performs a variety of technical duties related to the inspection and review of construction plans and documents to ensure compliance with County building codes and other applicable building codes; performs on-site building inspections; performs related work as required.

Primary Function

The primary function of an employee in this class is to perform technical review and inspection of building and site plans to ensure compliance with County ordinances and state and other applicable building codes. This is a journey level inspector/examiner position under the general supervision of the County Commission, with considerable latitude allowed for independent judgment and initiative. Supervision is exercised over county hired staff. The principal duties of the position are performed in an office environment and outdoors and may include exposure to adverse weather conditions.

Essential Duties and Responsibilities (Illustrative Only)

- Supervises and performs all assigned Building Department functions, including but not limited to, building and development permits; inspections; other assigned department responsibilities;
- Receives and processes building permit application;
- Review permit applications for completeness and compliance with applicable ordinances and determines and collects permit fees;
- Reviews include residential, commercial, industrial, recreational, institutional, and all other development projects;
- Issues building permits on application determined to be complete and in compliance with County ordinances and codes;
- Performs technical office review of building and construction plans and performs onsite building inspections for compliance with County and other applicable building and zoning codes, including but not limited to structural, mechanical, electrical, plumbing, health, fire safety, Americans With Disabilities (ADA), and other applicable codes;
- Performs on-site inspections for applicable code, ordinance, and safety compliance;

- Administers compliance with minimum maintenance code, including taking complaints, performing inspections and documentation, preparing and maintaining documentation and correspondence, and preparing legal action;
- Acts as a resource to contractors, the public, design professionals and other interested and affected parties on matters relating to code requirements and construction techniques and practices;
- Investigates hazardous or illegal conditions;
- Documents inspections, including violations, and all records including inspection reports and correspondence with affected parties on compliance efforts;
- Responds to complaints and performs inspections on existing buildings for code violations;
- Performs final inspections for occupancy permits;
- Performs code compliance checks of new construction and remodels for planning, public works, sewer, water, fire, and health departments;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Compiles data for administrative analysis prepare reports or summaries of data from complex records and multiple sources;
- Analyzes records and data to prepare reports;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs the duties of Building Supervisor for the County government complex;
- 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;
- Methods and procedures for building permit application and site plan processing, review, and analysis;
- Application and enforcement of County, State, and other applicable zoning, building, development, subdivision, and other ordinances and codes applicable to the subdivision, residential, commercial, industrial, recreational, institutional, and other land uses;
- Legal documents and terminology, deeds, property descriptions, metes and bounds descriptions, and other specific and technical terminology;
- Operation of a personal computer and associated software for computer mapping software, GIS, and other required applications;
- Municipal budgeting practices, procedures, and objectives;
- Employee supervision, training, and evaluation methods and techniques.

Ability to:

- Follow written and oral instructions;
- Read and interpret complex construction plans, blueprints, designs, maps, diagrams, and related documents, including relating them to actual construction;
- Read and interpret legal and property descriptions, maps, ordinance and code documents, technical and instructional documents, and building plans, blueprints, and diagrams;
- Prepare oral and written reports and maintain hearing, review, inspections, and enforcement records and findings, documents, legal notices and postings, correspondence, and related files and records;
- Meet deadlines;
- Detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards in an on-site inspection;
- Prepare oral and written reports and maintain review, inspection, and enforcement records and finding, documents, correspondence, and related files and records;
- Analyze development permit applications for completeness and compliance with County and other applicable ordinances and codes;
- Use a variety of legal descriptions, surveys, property descriptions, maps, plats, and aerial photographs to create computerized maps using the GIS or other specialized computer mapping system;
- Maintain and update a GIS map and database system;
- Implement new software applications;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Perform field inspections of buildings and sites to determine compliance with zoning, maintenance, and other applicable codes and ordinances;
- Analyze issues, independently make decisions, and exercise good judgment in administrative management tasks;
- Maintain complex records efficiently and accurately and to prepare clear and concise reports;
- Maintain confidentiality of information processed or prepared;
- Communicate effectively and establish and maintain effective 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.
- Administer department spending and annual budget;
- Operate and motor vehicle;
- Operate a digital camera;
- Evaluate and analyze customer needs to provide exceptional customer service;
- Communicate effectively both orally and in writing;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.

Acceptable Experience and Training

- High school diploma or GED equivalent is required and an associate degree or advanced technical training in construction management or related field experience is preferred; and
- Four (4) years of construction experience or related professional experience is preferred; or

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- International Residential Building Certification is required; and
- ICBO Certification as a Building Inspector within one (1) year of hiring
- Idaho Fire Inspection Certification is required;
- Idaho Driver's License is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively with others on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instruction, technical documents, review plans, and diagrams, and move through unfamiliar building, climb ladders, crawl around and under buildings and ditches and across steep and/or rough terrain to perform visual inspections of building and construction sites;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer, standard office equipment, and a vehicle;
- Sufficient personal mobility, agility, flexibility, and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field inspections.