



NOTICE OF JOB OPENING Building Official

Posting Date: January 11, 2021
Department: Engineering
Reports to: Public Works Director / City Engineer
Salary Range: Grade N18 (Entry \$31.15 to Step 4 \$37.84)
Position Type: Full-Time, Non-Exempt
How to Apply: Applications available at www.bountifulutah.gov (CITY APPLICATION REQUIRED)
Send to: Human Resources, 260 West 1050 South, Bountiful, Utah 84010
Email: jobs@bountifulutah.gov
Application Deadline: 5:00 P.M., February 5, 2021

Overview:

Performs a variety of administrative, code-professional and technical duties related to construction plan review and inspection duties. Assures compliance with adopted building codes and Bountiful City Ordinances.

Essential Responsibilities:

1. Promote and follow the City's values for service, ethics and expectations.
2. Directs, oversees and evaluates performance of Building Inspector(s).
3. Reviews construction plans for compliance with current building, electrical, plumbing and mechanical codes, the Americans with Disabilities Act, Bountiful City Land Use Ordinance. Assess plan review and permit fees.
4. Consults with contractors, homeowners, architects, engineers, attorneys and the general public on issues related to building construction, building codes and zoning regulations.
5. Issues Stop Work Orders and enforces building or land use code requirements as necessary.
6. Coordinates plan review and construction coordination with other City Departments and outside regulatory agencies.
7. Performs building inspections in a supplementary capacity.
8. Assists in addressing building inspection concerns and follows up on miscellaneous problems related to building construction and finalizing building permits.
9. Oversees the preparation and delivery of monthly reports. Reviews reports to monitor trends in building related revenues and inspection related activities.
10. Supervises storage of permit related documents for residential and commercial projects.
11. Attend and participate in professional group activities and meetings.
12. Evaluates training and educational needs and opportunities for current code requirements for Building Inspector(s) and the Building Official.
13. Perform related duties and other tasks as assigned.

Knowledge, Skills and Other Characteristics:

Knowledge of construction materials, including new materials and prefabricated construction components
Knowledge of building construction methods and practices, including stages when possible violations and defects may be most easily observed and corrected
Knowledge of municipal building codes and related laws and ordinances
Knowledge of personnel management techniques in public organizations
Knowledge of the principles and practices of employee supervision and training
Skill in the planning, coordination, directing, and controlling the work of the Building Inspectors
Skill in supervising and training subordinate personnel in all aspects of building inspection activities
Skill in establishing and maintaining effective working relationships with upper management, contractors, co-workers, and the general public
Skill in communicating clearly and concisely, both orally and in writing
Experience with computer software for permit review, inspection tracking and determination of fees.

Required Licenses and Certifications:

Must possess valid Utah motor vehicle operator's license.
Must possess ICC Residential AND Commercial Building, Electrical, Plumbing and Mechanical Certifications AND State of Utah Combination Certificate (or be able to obtain UT Combination Certificate within one year of employment).
ICC Plans Examiner Certification preferred.

Minimum Qualifications:

High School GED or equivalent AND experience equivalent to six (6) years full-time building inspection and code enforcement work AND two (2) years of full time supervisory experience.