

Lehi City

Job Description



Title:	Assistant Building Official	Code:	310
Department:	EC – Building and Safety	Last Revised:	07/07
Division:	Building Inspection	Effective Date:	07/07

GENERAL PURPOSE

Performs a variety of **para-professional and technical duties** as needed to assist in coordinating the day-to-day functions of the building division. Performs as an inspector to ensure compliance with city, county, state and/or federal uniform building, electrical, plumbing, mechanical codes and ordinances. Acts as department Plans Examiner.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official.

SUPERVISION EXERCISED

Provides close to general supervision to the Lead Building Inspector and Building Inspectors II, I and Permit Technician.

ESSENTIAL FUNCTIONS

Assists the city's Chief Building Official with day to day administration and operations of the Building and Inspection Department; performs various administrative functions in the absence of the Building Official; makes recommendations related to project priorities; may participate in regular meetings and provide assistance to various commissions and boards as an advisor and subject matter expert; provides technical support for Development Review Committee with regard to building code issues.

Participates in the development and implementation of policies, practices and procedures related to building, plumbing, heating, electrical, zoning and related codes; performs various administrative duties in connection with condemnations, licensing violations, etc.

Interprets regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards; serves as a resource to contractors on matters relating to code requirements and construction techniques and practices; researches and examines building plans for compliance with uniform building code as to construction, building type, occupancy, fire protection, and location of lot; verifies plans to conform to city ordinances.

Conducts pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advises architects, engineers, contractors and owners on code and design requirements; coordinates review and planning activities with city fire marshal.

Receives and examines building plans for compliance with uniform building code as to construction, building type, occupancy, fire protection and location of lot; verifies plans to conform to city ordinances for commercial and residential.

Processes building applications; determines building permit fees following established procedures for building type and size for building, plumbing, electrical, water, heating, cooling and other construction phases as required by law.

Conducts pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advises architects, engineers, contractors and owners on code and design requirements.

Makes corrections for errors on blueprints; discusses and explains ordinances and codes to concerned home owners and contractors; assumes authority and responsibility for plan corrections as to conformance to city ordinances and codes.

May perform as senior building inspector; visits building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances; Reviews all Geo technical reports to insure that all requirements are met for placement of footings.

Interprets regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards.

Investigates alleged code violations; determines whether a violation exist; informs building owner/worker of violations in building construction; serves correction notices, stop work notices as needed; works closely with city attorney in insuring compliance with the law and observance of safety regulations;; prepares certification of the inspection; follows through on abatement of particular houses as it relates to zoning and building regulations.

Maintains files on buildings under construction, inspection checks, work notices, soil and concrete tests, etc.; researches into particular problems; suggests solutions; follows up on written agreements between the city and building owners, developers, contractors, etc.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from high school or GED, plus, Two (2) years of specialized training in building methods and practices related to commercial, industrial and residential structures provided through technical college , professional workshops or university studies;

AND

B. Six (6) years of responsible experience performing above or related duties;

OR

C. An equivalent combination of education and experience.

2. Knowledge, Skills and Abilities:

Considerable 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; basic drafting techniques, blue prints and related specifications; interpersonal communication skills. **Working knowledge of** principles of supervision and work flow management.

Considerable Skill in the art of diplomacy and cooperative problem solving.

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.

3. Special Qualifications:

Must possess and maintain a valid Utah Class Drivers license.

Must be ICC Certified Inspector in either residential or commercial specializations, including: plan review, plumbing, electrical, mechanical, and building. Must be certified in both residential and commercial within a timeframe to be determined by supervisor.

4. Work Environment:

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 discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions.



Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)