

# **BANNOCK COUNTY**

## **CLASS SPECIFICATION**

### **BUILDING OFFICIAL**

Department: Planning and Development  
FLSA Designation: Non-Exempt

Pay Grade: 13  
Effective Date: 10/04, 02/08, 8/09

#### **Purpose of Class**

Performs a variety of technical duties related to the inspection and review of construction plans and documents; performs routine and complex technical on-site inspections to ensure compliance with County building codes and other applicable building codes; 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 and perform technical on-site inspections 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 Engineer, with considerable latitude allowed for independent judgment and initiative. The principal duties of the position are performed in a public building and field environment and may include exposure to adverse weather conditions.

#### **Essential Duties and Responsibilities** (will vary by assignment)

- Performs technical office review of building and construction plans and performs on-site building inspections for compliance with County and other applicable building codes, including but not limited to structural, mechanical, electrical, plumbing, health, fire safety, and other applicable codes;
- Calculates building cost and determines fees;
- Acts as a resource to contractors, public, design professionals and other interested 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;
- Reviews test data sheets from special inspectors;
- Performs code compliance checks of new construction and remodels for planning, public works, sewer, water, fire, and health departments;
- Performs inspection duties for cities, as needed;
- Represents the County to area contracting and building associations, other municipal building and enforcement departments, and other agencies;

- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs all work duties and activities in accordance County policies, procedures and safety practices.

### **Other Duties and Responsibilities**

- 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;
- County building permit and fee schedule.

Ability to:

- Read and interpret complex construction plans, blueprints, designs, maps, diagrams, and related documents, including relating them to actual construction;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards in an on-site inspection;
- Operate a motor vehicle;
- Prepare oral and written reports and maintain review, inspection and enforcement records and findings, documents, correspondence, and related files and records;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively and establish and maintain 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;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- 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 equivalency is required and bachelors degree in construction management or a related field is preferred;
- Four (4) years construction inspection experience is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Idaho Building Inspector certification and ICBO Plans Examiner certification is required;
- Idaho drivers 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 in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, technical documents, review plans and diagrams, and move through unfamiliar buildings;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, and a motor vehicle;
- Sufficient personal mobility, flexibility, strength, and agility to work in an office environment that requires sitting for long periods of time and to perform field inspections at building sites that requires climbing ladders, crawling around and under buildings, in ditches and trenches, and across rough and/or steep terrain.