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HYDE PARK CITY

Building Inspector I or II

The Building Inspector I or II reports to the Chief Building Official. The position is responsible for field inspections of new and existing buildings, scheduled inspections and plan review as assigned by the Chief Building Official.

ESSENTIAL RESPONSIBILITIES AND DUTIES

- Inspects all construction work for which a building permit is required.
 - As assigned by the Chief Building Official, inspects new building, additions to and alterations of existing buildings for compliance with the currently adopted editions of the International Building Codes and plans approved with the building permit.
 - Works with the public to answer basic code questions.
 - Review that all required special inspections are performed and installed consistent with the approved practices and plans.
 - Maintains case logs and records related to inspections and enforcement activities.
 - Investigates and researches building code and ordinance complaints and recommends appropriate action.
 - Enforces appropriate building related codes on new construction and on existing buildings as provided for in appropriate adopted codes.
 - Issues notice of violation, or stop work order when projects are found to be doing work without a permit or building code violations are occurring at the property.
 - Schedules inspections for the building department and communicates with contractors and home builders.
 - As assigned by the Chief Building Official, performs plan reviews and inspections on new construction projects.
 - Assists and takes the lead in working with other City departments and outside agencies to ensure building code and fit premises regulations are enforced.
 - Provides general building code information to builders, contractors, and City residents.
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MINIMUM QUALIFICATIONS

EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and one year of experience in municipal building inspection, general construction or related field, or any equivalent combination of related education and experience. ICC certification is a plus but not required. ICC residential certification is required within 6 months of hire date.
- Must possess a valid driver's license or have the ability to obtain one prior to employment.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of City codes and adopted ICC code; knowledge of general construction and contracting procedures.
- Skill in public and government relations; skill in word processing, spreadsheets, office machine usage and the operation of micro-computers.
- Ability to coordinate and work positively with contractors, construction personnel, business owners and citizens on all building/construction related issues; ability to communicate with contractors and relay code issues; ability to accurately interpret building related codes.
- Ability to detect hazards and violations and detail what the Codes require during field inspection work; ability to enforce regulations with impartiality in field inspection work; ability to communicate effectively verbally and in writing; ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction progress.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is occasionally required to stand, walk, and use hands to operate objects, tools, or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, or airborne particles. The employee occasionally works near moving mechanical parts and in high, precarious places. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.