SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Building Inspector 1 & 2

Revision Date: 7/06
EEO Code: Technicians
Status: Non-exempt

II Summary Statement of Overall Purpose/Goal of Position:

Under the supervision of the Chief Building Official, or Plans Examiner, inspects the construction and occupancy of new or existing structures including properties for compliance with one or more of the City's building, housing or zoning codes, approving completed work, obtaining code compliance of violations, write reports and advising builders and property owners on code and permit requirements.

III Essential Duties:

- Inspects new or existing residential, industrial or commercial structures within the City to assure compliance to one or more of the following codes: building, plumbing, mechanical, electrical, zoning, site development and flood plain regulations.
- Inspects properties and buildings under construction for compliance with setbacks, size, height, hillside ordinances, subdivision conditions of approval and general zoning regulations.
- Explains the building, plumbing, mechanical, electrical or zoning codes for contractors and the general public. Recommends alterations to come in compliance with the respective code.
- Provides direction when deficiencies or violations are discovered and issues "Stop Work" orders or citations for noncompliance with appropriate codes. Investigates complaints, makes reports of field inspections, and may consult with the City Attorney's office and act as a witness in prosecution of code violators.
- Inspects residential, industrial and commercial sites within the City to assure compliance with housing ordinances. Investigates complaints and notifies the parties of non-compliance and what corrections are required. Develops written evidence for possible legal action. Files "Notice and Order" complaints against violators.
- Patrol neighborhoods identifying violations of health, zoning, business licensing and other city ordinances and enforcing the applicable law. Enforces ordinances in response to complaint calls, dispatched calls or personal observation.
- Inspects sites or building for bond releases.
- Investigates complaints on non-building problems, such as grading, blowing dust and debris, mud and dirt in streets and zoning violations.
- Inspects mobile home and office installations.
- Assists various City Departments in investigating problems with City-owned buildings concerning electrical, mechanical, plumbing and building.
- Inspects neighborhoods, housing and commercial sites and structures for possible health and sanitation violations and makes appropriate referrals to the Salt Lake County Board of Health.
- Investigates and assists Chief Building Official in the legal process of the abatement of abandoned and dangerous buildings.
- Maintains an accurate daily log and a list of current inspections, complaints and problems reported so that the status can be determined at all times. Prepare all necessary documents and input all ordinance cases into the computer program. Prepares cases for court and appears in court as needed.
- Specific to Building Inspector II: Examines and approves minor residential remodel, addition and accessory structure plans within guidelines established by the Chief Building Official.

IV. Marginal Duties:

- Answer phones, taking and logging complaints, dispatching calls and keeps track of officer locations.
- Assists Fire Marshall, if requested, in any fire investigations.
- Performs other duties as assigned.

V. Qualifications:

Educations: High school diploma.

Experience: Two years direct experience in building inspection preferred.

Certificates/Licenses for Building Inspector I: Valid Utah Drivers's License; One position related and approved ICC or equal national recognized building trades inspector certification. Must be licensed with the State of Utah.

Certificates/Licenses for Building Inspector II: Valid Utah Drivers's License; Two position related and approved ICC or equal national recognized building trades certifications or ICC Combination Dwelling Inspector or Light Commercial Combination Inspector Certificate. Must be licensed with the State of Utah.

Knowledge of: Expected to gain considerable knowledge of all City building codes and zoning codes to include the International Building Code, International Residential Code, International Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Energy Conservation Code, National Electric Code, and zoning ordinances; correct English usage, spelling, vocabulary, and arithmetic. Essential knowledge of all city ordinances which pertain to enforcement and knowledge of all procedures regarding ordinance enforcement.

Responsibility for: Great responsibility for the care, condition, and use of material and for making decisions affecting the activities of others; putting hostile and upset people at ease, not overlooking or disregarding safety code violations - an error could cause fire or water damage.

Communications Skills: Ability to professionally communicate with citizens, developers and local public officials and agencies. Must be able to communicate in hostile environments. Requires well-developed sense of strategy and timing; constant contact with the public presenting data that may influence important decisions; frequent contacts involving the carrying out of programs and schedules. Write legibly.

Tool, Machine, Equipment Operations: Must have basic computer skills. Requires regular use of a copier, two-way radio, calculator, smart level, and telephone system.

Analytical Ability: Communicate effectively both verbally and in writing; detect hazards and violations on site; maintain effective working relationships with co-workers and the general public; promote a positive image of Sandy City; write reports and complete forms; effectively use computer for daily input and some word processing. Must be able to handle multiple assignments.

IV. Working Conditions:

Field inspections require frequent exposure to heights, construction site hazards, and weather. Frequent exposure to pressure from interpersonal conflict and deadlines. Requires nearly constant contact with the public; great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; frequent exposure to wet and/or humid condition. Intermittent exposure to stressful situations as a result of human behavior and the demands of the position.

Must provide own properly insured transportation that meets City Requirements for daily and routine inspections. A car allowance or mileage reimbursement will be given for use of personal vehicle. Position may require some evening and weekend inspections.

The above statements are intended to describe the general nature and level of work being performed by persons assigned this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensations, or contract rights to any person or persons. This update job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.