



Job Posting  
**Building Official**  
Millcreek, Utah

Salary: \$28.00/hour - \$40.00/hour  
Benefits: Competitive Benefit Package  
Status: Full-time  
Posted: January 25, 2018  
Closes: February 8, 2018

Millcreek, Utah's newest city is hiring a Building Official to work under the direction of the City Services Director. The Building Official will be responsible for assuring compliance with provisions of the municipal code pertaining to violations of building code through plan review and building inspections. Must perform a variety of administrative and technical duties as needed to plan, organize, direct, and coordinate construction inspections, plan review, and permit processing. Will provide leadership, direction, management, supervision, and coordination of building division activities.

**Key Responsibilities and Duties:**

- Supervise Plans Examiner, Building Inspector, and Permit Technician
- Perform or supervise the review of proposed building plans to assure compliance with city ordinances, building and safety codes; or, refer plans to other agencies for further research as necessary
- Perform or supervise the more technical and comprehensive inspections of industrial or commercial building and construction activities within the City; may routinely inspect building excavation, foundation, framing of walls, floors, structural elements, rated assemblies, fire dampers, smoke evacuation systems, air and vapor barriers, handicapped facilities, truss structures, energy, etc.; may also inspect curbs, gutters, backfill, sidewalks, driveways and other site improvements; initiates stop work orders; conducts abatement proceedings on unsafe buildings
- Respond, when requested, to structural incidents to assess fire or other damage to structural components of buildings for safety and habitability
- Oversee the training and mentoring of the building division staff
- Oversee the residential and commercial building plan review process to assure that plans are reviewed within time guidelines set by the department
- Perform other duties as assigned

**Minimum Qualifications:**

- Bachelor Degree in engineering, construction management, or related field preferred
- Four (4) years of experience performing above or related duties; two (2) years of which must have been in a lead or supervisory capacity
- Possess a valid Utah Class D Driver License
- Possess a current State of Utah License as a Combination Commercial/Residential Inspector
- ICC Certification as Building Official
- ICC Certification as Plans Examiner

**Necessary Knowledge, Skills, and Abilities:**

- Position requires a thorough knowledge of: construction methods and materials common to commercial, industrial, and residential construction projects; legal system and procedures for initiating sanctions for code violations; basic engineering standards and codes; procedures and processes used in the establishment of codes and ordinances; political, legal, and governmental processes affecting various building programs, and project management; safety, fire, uniform abatement of dangerous buildings, mechanical, plumbing, electrical, and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blueprints and related specifications; and, interpersonal communication skills
- Ability to operate a personal computer and Microsoft products
- Ability to interpret codes accurately and effectively; enforce regulations with fairness, tact, and impartiality; 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. Ability to train and mentor building inspection staff
- Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach; skill in the art of diplomacy and cooperative problem solving

**Work Environment/Physical Demands:**

- Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequently 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 critical thinking common to most job functions. Frequent local travel required in course of performing portions of job functions.

**Application Process:**

Interested applicants should submit a resume with cover letter and references to:

Millcreek Human Resources  
Attn: Laurie Johnson  
3330 South 1300 East  
Millcreek, UT 84106

Or

[lauriej@millcreek.utah.gov](mailto:lauriej@millcreek.utah.gov)

Final candidate must be able to pass background check and pre-employment drug screen.

Millcreek is an equal opportunity employer *without regard to race, color, religion, national origin, disability, genetic information, sex, or age.*