



## **Millcreek**

### **Job Posting**

### **BUILDING INSPECTOR I OR II**

**Hiring Range: \$20.00/Hour - \$30.00/Hour**

**Competitive Benefit Package**

Posted: June 29, 2018

Posting Closes: July 13, 2018

#### **JOB SUMMARY**

Millcreek, Utah's newest city is hiring a Building Inspector to work under the direction of the Building Official. The Building Inspector will be responsible for assuring compliance with provisions of the municipal code pertaining to violations of building code through building inspections and plan review.

#### **POSITION(S) SUPERVISED**

This position has no supervisory responsibilities

#### **TYPICAL DUTIES**

1. Meet performance standards established with the employee's supervisor.
2. Perform a variety of advanced level, professional, and technical duties as needed to assure compliance with city, county, state and/or federal building, electrical, plumbing, mechanical, fire codes and ordinances. Perform inspections on residential, commercial, and industrial buildings.
3. Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach.
4. Serve as a resource to contractors on matters relating to code requirements and construction techniques and practices; discuss and explain ordinances and codes to concerned homeowners and contractors.
5. Visit building sites or existing buildings to perform inspections such as zoning, setbacks, yard location, footing, foundation, framing, electrical, plumbing, heating, and energy to assure compliance to approved plans, building codes and ordinances.
6. Investigate alleged code violations; determine whether a violation exists; inform building owner/worker of violations in building construction; serve correction notices; prepare certification of the inspection; assist Building Official on abatement of unsafe buildings; examine damaged buildings upon request to determine structural safety for occupancy or reuse.
7. Maintain files on buildings under construction, such as inspection reports, soil, and concrete

- tests, etc.; research problems and suggest solutions; follow up on written agreements between the city and building owners, developers, contractors, etc.
8. Discuss code compliance issues with supervisors; receive official interpretation and passes the same onto the public as the occasion arises; provide solicited input regarding code changes; review and study building codes to stay abreast of changes.
  9. May assist Building Plans Examiner in review of building permit applications as to compliance with building codes for building type, occupancy, fire protection and location of lot; verify plans to conform to city ordinances; make corrections for errors on blueprints; discuss and explain ordinances and codes to concerned home owners and contractors
  10. Perform other duties as assigned.

### **MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - a. High School Diploma or G.E.D.
  - b. Two (2) years of experience related to above duties preferred.
2. Special Qualifications:
  - a. Valid Utah Class D Driver's License required.
  - b. Possess a Utah State Inspector license.
  - c. Residential Combination (Four-Way) Building Inspector Certified.
  - d. Experience working as a general construction foreman preferred.
3. Knowledge, Skills and Abilities:
  - a. 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.
  - b. Knowledge of basic drafting techniques, blueprint reading, and related specifications; interpersonal communication skills.
  - c. Skill in diplomacy and cooperative problemsolving
  - d. Ability to operate a personal computer and Microsoft products
  - e. 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.
  - f. Ability to develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

### **WORKING CONDITIONS**

1. **Physical/Environment:** Inspect construction sites outdoors in all types of weather. May also be required to perform plan reviews in office and other duties as assigned. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Continuous talking, hearing, and seeing required in the normal course of

performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking, and creative problem solving. Frequent local travel required in normal course of job performance.

2. **Vision:** See in the normal visual range with or without correction.
3. **Hearing:** Hear in the normal audio range with or without correction.
4. **Attendance:** Employee is expected to be in the city offices during normal business hours Monday through Friday, however incumbent may be required to work overtime as needed.

**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**

ljohnson@millcreek.us

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

Millcreek is an equal opportunity employer *without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.*