



JOB DESCRIPTION

Title: **INSPECTOR II**
Department: Community & Economic Development/
Building Inspection
Class Code: 3100
FLSA Status: Non-Exempt
Effective Date: March 31, 1986 (Rev. 08/2025)

GENERAL PURPOSE

Under general supervision from the Building Official performs technical duties in enforcing construction codes to ensure public safety and health.

ESSENTIAL DUTIES

- Inspects all construction work for which a building permit is required.
- Inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the International Building Code, International Mechanical Code, International Plumbing Code, International Residential Code, and the National Electrical Code.
- Inspects building projects to ensure construction proceeds in accordance with plans approved with the building permit.
- Reads and interprets adopted codes, technical manuals, drawings, instructions, specifications as related to construction projects.
- Clearly notifies contractor of code violations with written compliance report at the time of inspection.
- Works with the public at the permit counter and on the phone to answer code questions.
- Checks that all required special inspections are performed and reviewed for completeness. Reviews testing data and reports for conformance to specifications.
- Works with computer to schedule inspections and updates computer with results of inspections performed.
- Follows up to verify correction of violations are made and takes appropriate action to ensure compliance.
- Reviews non-complex plans for code compliance.
- Issues Stop Work Notices as directed. Follows up to assure permits have been obtained. Prepares and sends non-compliance notice letters out as needed per standard procedure. Files certificate of non-compliance if appropriate.

- Evaluates existing buildings, on a complaint basis, for hazardous conditions and initiates abatement procedures per the currently adopted Uniform Code for the Abatement of Dangerous Buildings when warranted.
- Studies technical literature and attends meetings to keep current on applicable codes and code changes as they occur.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

- Graduation from high school and four (4) years of experience in inspection or the construction trades, with a minimum of one (1) year experience as an inspector for a governmental agency or as a general construction foreman, or any equivalent combination of education and experience.

Special Requirements

- Must have a valid Utah Driver License.
- Must be a 4-Way ICC Certified Residential Combination Dwelling Inspector or must be a 4-Way Certified Commercial Combination Inspector.
- Must be licensed with the State of Utah as a Limited Building Inspector.

Necessary Knowledge, Skills and Abilities

- Working knowledge of the International Building Code, International Mechanical Code, International Plumbing Code, International Residential Code, and the National Electrical Code; working knowledge of current construction methods, materials, tools and equipment.
- Ability to read and interpret construction plans and specifications.
- Ability to detect hazards and violations and recommend corrective measures during field inspection work; ability to enforce regulations with firmness, consistency, tact and courtesy in field inspection work; ability to communicate effectively verbally and in writing; ability to remain calm, objective, and impartial under stressful conditions; ability to establish and maintain effective working relationships with employees, other departments, contractors, and the general public.

TOOLS & EQUIPMENT USED

- Personal computer, including word processing and inspection software; motor vehicle; phone; ladder or scaffolding; tape measure; level, hand tools, copy and fax machine, reference codes.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in field settings. Considerable outdoor work is required in the inspection of various land use developments, construction sites, or public works facilities. Hand-eye coordination is necessary to operate testing instruments, tools, computers and various pieces of office equipment.

- While performing the duties of this job, the employee is regularly required to stand; sit; walk; talk or hear; use hands to manipulate, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while 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 regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.
- The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____