



G R E A T E R S A L T L A K E

Municipal Services District

Title: Building Inspector II

Department: Planning and Development Services (PDS)

Pay (exempt/salary): \$68,812 minimum to \$99,767 maximum, depending on experience, certifications, and licenses.

Date: June 21, 2023

Please apply by visiting <https://msd.utah.gov/Jobs.aspx>

JOB SUMMARY

The Building Inspector II performs building inspections on new and existing structures to ensure compliance with all applicable codes, ordinances, and relevant laws. The employee also reviews plans and specifications submitted for building permits for compliance to applicable codes, ordinances, and relevant laws. The Building Inspectors may also perform stormwater inspections and plans examinations as needed.

MINIMUM EDUCATION QUALIFICATION

Five (5) years of experience in building inspection, reading and interpreting blueprints, stormwater inspection and/or an equivalent combination of related education and experience **OR** a combination of education, experience, and training which provides the knowledge, skills and abilities listed in this job description.

Special Requirements

- Must possess a valid and unencumbered Utah driver license.
- Must complete safe driver training before operating District vehicles.
- Must possess ICC certifications in building, plumbing, mechanical and electrical for both residential and commercial code.
- Must possess valid state combination inspector license.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the employee(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not preclude it from the position. Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Inspects industrial, commercial, residential, and detached buildings during all phases of construction and/or remodeling to ensure compliance with State adopted International Codes and local ordinances.
- Provides technical support and guidance to contractors, architects, engineers and homeowners to answer questions and provide information about the application, inspection and correction process.
- Attends pre-construction meetings, on-site progress meetings, project acceptance meeting to communicate requirements with developers and contractors through all phases of work.
- Inspects existing buildings for change of use or occupancy to ensure compliance with the adopted State Codes and local ordinances.
- Maintains records of inspections and inspections results and keeps a daily work record, using standard inspection forms and/or computer. Documents inspection results to verify inspection progress and completion.
- Prepares, issues, and tracks necessary violation orders and notices needed to ensure compliance with adopted State Codes and local ordinances.
- Performs on-site drainage, erosion, grading, and sediment control inspections on common residential or commercial land development projects, capital improvement projects and other related construction activities in accordance with Salt Lake County MS4 Permit requirements.



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- Conducts construction site inspections for compliance with Storm Water Pollution Prevention Plans (SWPPP) and Utah Pollutant Discharge Elimination System (UPDES) provisions; creates and maintains reports and records of inspections.
- Performs business license inspections including interpretations of existing non-complying conditions and situations; makes decisions as to required actions and corrections and issues notices on violations.
- Inspects buildings on a complaint basis or after fires or natural disasters to determine if a dangerous condition exists; Works with owner to correct code deficiency, ensures that all requests for inspections regarding complaints are appropriately completed and followed through.
- Maintains confidentiality of all privileged information, contributes to a team effort and accomplishes related results as required.
- Interacts daily and coordinates with other employees to discuss everyday operating situations and schedules.
- Frequently collaborates and works closely with external agencies, service providers, and technology resource providers.
- Interacts with customers to communicate and respond to their concerns.
- Performs other functions as necessary or as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Building permit and plan processing procedures
- Advanced construction terminology
- State building, fire, life and safety codes
- Principles and interpretation of the ICC Residential Code, ICC Building Code, ICC Existing Building Code, ICC Energy Code, ICC Plumbing, ICC Mechanical, National Electrical Code and Wildland-Urban Interface Code
- Advanced information dissemination techniques and methods
- Project Management
- Working knowledge of MSD Policies and Procedures

Skills and Abilities to:

- Establish and maintain effective working relationships with elected officials, managers, employees, other agencies, and the public
- Conduct residential and commercial plan reviews; comprehend and apply technical information
- Organize and present information clearly and concisely, both orally and in writing
- Use personal computers and related software applications, such as spreadsheets, database programs, project management software and office automation
- Work under pressure with interruptions and challenging deadlines
- Work with minimal supervision and support and mentor other team members.
- Maintain complete and accurate records

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

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.

- This position requires work in a wide variation of conditions, from a typical office setting to field work. Must be able to attend evening meetings and some weekend event if needed.
- Intermittent exposure to stress as a result of human behavior.



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- While performing the duties of this job, the employee is frequently required to feel attributes of objects, sit for long periods of time, talk, hear, grasp, push, stand, walk, drive, reach with hands/arms, stoop, kneel, and use repetitive wrist, hand and/or finger movement.
- Specific vision abilities include clarity of vision at 20 feet or more and 20 inches or less; three-dimensional vision or the ability to judge distance and space relationships; ability to identify and distinguish colors, adjust the eye to bring an object into focus and to see up and down or to the right or left while fixed on a point.
- The employee must occasionally lift and/or move up to 25-50 pounds.
- Travel to attend conferences, training, outreach and other events weekly, monthly, quarterly, or annually.