



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6028 Fax (801) 412-3276

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January 24, 2020

## PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

### BUILDING INSPECTOR III

The Building Inspector III reports to the Community Development Director and Building Official. The position is responsible for field inspections of new and existing buildings and plan review as assigned by the Building Official.

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#### ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Inspection and Plan Review
  - 1.1 Inspects all construction work for which a building permit is required
  - 1.2 As assigned by the Building Official, inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the International Building Codes and plans approved with the building permit
  - 1.3 Works with the public to answer basic code questions
  - 1.4 Reviews that all required special inspections are performed and installed consistent with the approved practices and plans
  - 1.5 Maintains case logs and records related to inspections and enforcement activities
  - 1.6 Investigates and researches building code and ordinance complaints and recommends appropriate action
  - 1.7 Enforces appropriate building related codes on new construction and on existing building as provided for in appropriate adopted codes
  - 1.8 Issues notices of violation, citations or stop work order when projects are found to be doing work without a permit or building code violations are occurring at a property
  - 1.9 Prepares case reports and presentations to be heard before the Administrative Law Judge for building code violations or appeals
  - 1.10 As assigned by the Building Official, performs plan reviews and inspections on new construction projects
  - 1.11 Assists and takes the lead in working with other City departments and outside agencies to ensure building code and fit premises regulations are enforced
  - 1.12 Provides general building code information to builders, contractors and City residents

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#### MINIMUM QUALIFICATIONS

##### EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent supplemented by training in the building trades and / or construction industry. Four years of experience in municipal building inspection as a Utah State Licensed Combination Inspector. Possession of ICC commercial, and residential building, electrical, plumbing, and mechanical certifications preferred. Possession of Utah State Combination Inspector License or the ability to obtain within one year of hire. Possession of ICC Commercial Plans Examiner certification preferred.
- Must possess a valid state driver's license or have the ability to obtain one prior to employment.

## NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of City codes and adopted ICC codes; knowledge of general construction and contracting procedures
2. Skill in public and government relations; skill in word processing, spreadsheets, office machine usage and the operation of micro-computers
3. Ability to coordinate and work positively with contractors, construction personnel, business owners and citizens on all building/construction related issues; ability to positively supervise and motivate personnel; ability to accurately interpret building related codes.
4. Ability to detect hazards and violations and detail what the Codes require during field inspection work; ability to enforce regulations with impartiality in field inspection work, ability to communicate effectively verbally and in writing, ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction progress.

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## PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully 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 is occasionally required to reach with hands and arms. The employee is occasionally required to stand, walk, and use hands to operate objects, tools or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 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.

While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, or airborne particles. The employee occasionally works near moving mechanical parts and in high, precarious places. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

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GRADE: 21

ANNUAL SALARY RANGE: \$57,283 – \$86,651 (Based on qualifications)

CLOSING DATE: OPEN UNTIL FILLED

## MUST COMPLETE CITY APPLICATION

Resumes submitted without application will not be considered. **Application available on website at [www.southsaltlakecity.com](http://www.southsaltlakecity.com) and fax to 801-412-3276** or apply in person:

CITY OF SOUTH SALT LAKE

220 EAST MORRIS AVENUE (2430 South), 2nd FLOOR

FINAL APPLICANT MUST SUBMIT TO AND PASS A DRUG SCREEN AND BACKGROUND CHECK  
EQUAL OPPORTUNITY EMPLOYER

THIS ORGANIZATION USES E-VERIFY