

# Elmore County

## Class Specification

### **Building Official**

Class Code Number: 320  
FLSA Designation: Covered/Non-Exempt

Pay Grade: 11  
Effective Date: 03/2021

### **General Statement of Duties**

The Building Official is responsible for the overall guidance, administration, and enforcement of the County's Building Code under general direction from the Land Use and Building Director. This employee monitors, implements, and enforces all rules and ordinances related to building codes and other general health, welfare, and safety matters with integrity and professionalism.

### **Classification Summary**

The principal function of an employee in this class is to:

1. Review all building permits for residential, commercial, and industrial buildings and structures;
2. Perform building inspections for those permits and other construction permits for Elmore County, including structural, grading, and floodplain development; and
3. Provide timely and consistent customer service to all building industry professionals.

The work involves the administration and coordination of a building inspection program and enforcement of adopted building and fire codes covering new construction and alternations and repair of existing buildings. Work is performed independently in the field requiring use of good technical judgment and decision-making. Considerable technical independence is granted per guidelines established by the International Building Code and other laws, ordinances, and regulations of the State and County. The principal duties of this class are performed in the field with site visits and in a general office environment. Time will need to be managed independently to coordinate with other staff members, complete plan reviews, daily inspections, and return phone calls and answer building related questions.

### **Essential Duties and Responsibilities**

- Administers and interprets building codes and related ordinances;
- Communicates with staff members of the department, County Engineer, County Surveyors and other building industry professionals regarding building permits;

- Coordinates building permit review with other County staff, state agencies, and departments;
- Reviews building permits and other construction permits for code compliance in accordance with adopted building, planning and fire codes;
- Performs field activity associated with building permits, including measuring structures/setbacks and synthesizing information from property owners;
- Conducts on-site code compliance inspections for new and existing residential and commercial building projects;
- Inspects buildings in the process of construction, alteration or repair for the compliance with building and zoning code requirements and for application of safe construction practices and code compliance;
- Responds to questions and provides explanations to contractors, property owners and the public on code compliance and permit issues and inspections;
- Cooperates with other agencies including cities, rural fire districts, local highway districts, Central District Health, Department of Environmental Quality, Department of Water Resources, Division of Building Service, etc.
- Issues building permits and prepare related correspondence;
- Attends planning and zoning meetings if needed;
- Attends pre-construction conferences with builders and developers;
- Maintains and updates an accurate record of all inspected properties and prepares reports/notifications in a timely manner;
- Responds orally and in written form to information requests from specific property owners, contractors and the public;
- Keeps Department Director and designated employees fully and accurately informed concerning work progress, including present and potential work problems and makes suggestions for new or improved ways of addressing such problems;
- Responds to citizens' and contractors' questions and in a courteous and timely manner;
- Coordinates public works projects of the County as directed;
- Authorizes and processes construction change orders;
- Meets with architects and engineers regarding projects for the County; and
- Performs similar permit review and inspection services for other jurisdictions that have contracted with the County.

### **Other Duties and Responsibilities**

- Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to remain current on the principles, practices and new developments in assigned work areas;
- Maintains certifications through continuing education courses and re-certifications,
- Performs other related duties as required.

## **Required Knowledge and Abilities**

### **Knowledge of:**

- Building construction, materials and methods;
- Design practices and construction methods of materials for residential and commercial buildings;
- Technical codes including but not limited to the International Building Code, International Residential Code, International Energy Conservation Code, Idaho Fire Code, state and local construction codes;
- Plan review procedures and methods;
- Code enforcement processes and practices;
- FEMA codes and standards for floodplain development.

### **Ability to:**

- Read, interpret and enforce compliance with laws, resolutions, ordinances, codes and contracts;
- Read and understand building construction plans and specifications;
- Work well in a respectful manner with a diverse population of County citizens
- Observe and document violations;
- Estimate accurate project value and issue appropriate permits;
- Communicate effectively both orally and in writing, using both technical and non-technical language while maintaining a professional and respectful demeanor;
- Establish and maintain effective working relationships with property owners, contractors, designers, engineers, architects, developers, consultants, attorneys, permit applicants, and the public;
- Prepare accurate and reliable reports containing regulations and ordinance interpretations, findings, conclusions and recommendations;
- Understand and follow oral and/or written policies, procedures and instructions;
- Respond to citizen requests in a courteous manner;
- Prepare and maintain complete and accurate inspection records;
- Operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations and established procedures;
- Use various tools associated with the inspection of construction;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.
- Drive for extended periods of time;

## **Acceptable Experience and Training**

- Graduation from High School, supplemented by special education in building construction and/or inspection technology; and
- Minimum 5 years of experience working in the building trades; or

- Residential Building Inspection Certification considered equivalent to 2 years of experience and Commercial Building Inspection Certification considered equivalent to 3 years of experience; or
- Any equivalent combination of experience and certification which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- Valid Idaho Driver's License
- ICC residential building inspector certification or obtainable within six months of hire;
- ICC commercial building inspector certification or obtainable within one year of hire;
- Idaho Manufactured Home Installation Certification or obtainable within one year of hire.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to conduct on-site inspections of building and construction projects;
- Sufficient clarity of hearing with or without reasonable accommodation to enable the employee to hear average or normal conversations and receive ordinary information;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to use various tools of the construction trade;
- Sufficient personal mobility and physical reflexes with or without reasonable accommodation, which permits the employee to drive to various locations and move around construction sites for inspection purposes, including climbing ladders, walking on roofs, maneuvering over walls, inspecting crawl spaces, and under manufactured homes etc.