

Sevier County

Job Description



Title:	Building Official & Zoning Administrator	Department:	Building/Zoning
Grade:	25	FLSA Status:	Exempt
Job Code:	140	Effective Date:	04/16 (Last Revised 05/23)

GENERAL PURPOSE

Performs a variety of **managerial, administrative, and professional duties** related to planning, organizing, directing, and coordinating the daily operation of the building inspection function and county-wide zoning functions; assures compliance with county, state and/or federal uniform building codes and ordinances, regulations and standards.

SUPERVISION RECEIVED

Works under general direction from the Sevier County Commission and general supervision of the County Executive.

SUPERVISION EXERCISED

Provides general supervision to building inspector(s) and assigned clerical support staff.

ESSENTIAL FUNCTIONS

- Performs as the county's Chief Building Official as described in various codes and regulations and ordinances.
- Plans, organizes, and manages the day-to-day administrative requirements of the office.
- Delegates staff assignments and monitors work quality, assures standards of performance.
- Establishes performance plans, evaluates performance, and initiates corrective action as needed.
- Makes recommendations affecting employee retention and advancement.
- Develops, implements, evaluates, and revises department policies, practices, priorities, methods, and procedures in order to improve uniformity, fairness, accuracy and efficiency of code interpretations and enforcement.
- Prepares and administers operating budget.
- Develops, recommends, interprets, studies, and analyzes plans, programs, and proposals related to planning and zoning.
- Identifies impact of alternatives and prepares presentations for Planning & Zoning Commission, county commissioners, or public hearings.
- Conducts investigations of alleged violations of zoning or coding ordinances and initiates necessary corrective action if needed.
- Attends public hearings and meetings and advises the public and ascertains their needs and desires regarding zoning impact.
- Maintains permanent and current records of applications, reclassifications, variances, and conditional use permits and maintains updated status on the same related to hearings and actions taken.
- Examines plans and specifications for proposed residential and commercial construction and remodeling to determine compliance with state and county building codes and standards.
- Serves as technical expert for the department in applications of various building code revisions.
- Investigates alleged code violations and notifies responsible person(s) of violations(s).
- Performs combination inspections including structural, electrical, concrete, masonry, plumbing, mechanical and other aspects of building and construction to assure conformity with code and regulations.
- Inspects old structures for structural safety and fire hazards and advises owners of unsafe conditions and methods of correcting problems.
- Prepares certification of inspection and issues building permits.

MINIMUM QUALIFICATIONS

1. Education and Experience:

Completion of specialized training and testing leading to the acquisition of required inspector licenses or certifications as established by state and/or industry standards; plus, six (6) years of responsible experience performing above related duties with two (2) years of which has been in a lead or supervisory capacity.

*An equivalent combination of education or experience may be considered.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of

- Uniform building, housing, mechanical and fire codes, and related regulations governing structural design.

- Building terminology.

Considerable skill in:

- Art of diplomacy and cooperative problem solving.
- Journey level in one or more of the construction disciplines (i.e., building, electrical, plumbing, mechanical, etc.).

Working knowledge of

- Principles of supervision, budgeting, and workflow management.
- Building methods and techniques.
- Building materials and related code specifications.
- Procedures of application for zoning and reclassification.
- Federal, state, and local zoning ordinances and regulations.
- Terminology relative to zoning, subdividing, and planning.
- Laws, penalties, and sanctions related to ordinance compliance.

Some knowledge of

- Drafting and blueprint reading.
- Public relations and communications skills.
- Use of mechanical drawing, drafting or cartography.

Ability to

- Review and evaluate zoning changes for ordinance compliance.
- Communicate verbally and in writing.
- Develop and maintain effective working relationships with elected officials, general public, and local government employees.
- Analyze permanent structures and determine their conformity to established codes.
- Interpret codes and ordinances accurately.
- Read and analyze construction specifications and prints.

3. Special Qualifications:

- Must have a valid combination level State of Utah Building Inspector License.
- International Code Conference (ICC) certification as a building, electrical, plumbing, and mechanical inspector, and additional ICC certification in plan review or as a certified building official.
- Must have a valid State of Utah Driver's License.
- Must maintain continuing education related to applicable licenses.
- Resident of Sevier County.

4. Physical Demands:

- Regularly walk, run, stand, stoop, bend and lift, sometimes on slippery, narrow or erratically moving surfaces.
- Occasionally lift, carry, push, pull or otherwise move objects weighing 50-100 pounds.
- Ascend or descend ladders, scaffolding, ramps, poles, and the like.
- Use tools or equipment requiring a high degree of dexterity.
- Regularly drive a motor vehicle.
- Work for sustained periods of time maintaining concentrated attention to detail.
- Need to distinguish between shades of color.

5. Work Environment:

- Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather.
- Work may be performed around very noisy equipment.
- Work exposes employee to conditions such as fumes, noxious odors, dust, mist, gases, and poor ventilation.
- Work exposes employee to possible bodily injury from moving mechanical parts of equipment, tools, or machinery as well as unknown and dangerous conditions.
- Work requires the use of protective devices such as masks, goggles and gloves and hearing protection.
- Work exposes employee to known and unknown dangerous conditions.
- Work exposes employee to potentially hostile situations.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the employee(s) assigned to this classification. This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)