

# South Jordan City

## Job Description

**Title:** Assistant Building Official  
**Org:** 100420  
**Pay Grade:** GS20

**Effective Date:** 2/27/2025  
**FLSA:** Exempt  
**Workers Comp:** Municipal

### GENERAL PURPOSE

Provide effective building division management services to ensure that City structures are built in compliance with applicable building codes. Perform a variety of advanced level, professional, technical, and supervisory duties as needed to assure compliance with city, county, state and/or federal building, electrical, plumbing, mechanical, fire codes and ordinances. Supervise and perform inspections on residential, commercial and industrial buildings.

### SUPERVISOR

Chief Building Official

### POSITION(S) SUPERVISED

Building Inspector  
Senior Code Inspector

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Performs the more complex structural building inspections requiring the use of independent judgment.

Responsible for supervising and coordinating field operations and providing technical guidance to building inspectors.

Assist with division budget proposal.

Under the direction of the Chief Building Official, investigate complaints and problems concerning new construction or work involving permits. Advise developers, contractors, architects, engineers, and property owners on matters relevant to building codes, construction processes, methods, materials, and types of construction and occupancies.

Serve as a resource and a compliance problem solver for the City and contractors on matters relating to code requirements and construction techniques and practices; discuss, explain, and resolve ordinances and codes questions to concerned homeowners and contractors.

Review current zoning codes and make recommendations for revision to the codes to facilitate better enforcement of the codes.

Visit building sites or existing buildings to perform inspections such as zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to approved plans, building codes and ordinances.

Investigate alleged code violations; determine whether a violation exist; inform building owner/worker of violations in building construction; serve correction notices; prepare certification of the inspection; assist supervisor on abatement of unsafe buildings; examine damaged buildings upon request to determine structural safety for occupancy or reuse. Serve as a liaison with building inspectors and contractors in resolving any conflicts.

Under the direction of the supervisor, coordinate final inspections and Certificate of Occupancy process. Maintain files on buildings under construction, such as inspection reports, soil and concrete tests, etc.; research into particular problems; suggest solutions; follow up on written agreements between the city and building owners, developers, contractors, etc.

Discuss and coordinate code compliance issues with supervisor; give input and receive official interpretation and passes the same onto building inspectors, contractors, and the public as the occasion arises; provide solicited input regarding code changes; review and study building codes to stay abreast of changes.

May assist building plans examiners review of building permit applications as to compliance with building codes for building type, occupancy, fire protection and location of lot; verify plans to conform to city ordinances; make corrections for errors on blueprints; discuss and explain ordinances and codes to concerned home owners and contractors.

Act as the Building Official in the absence of the Building Official.

Occasional, 20% or less, of the essential job duties may be performed regularly from a remote location upon authorization.

Perform other duties as assigned.

#### MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree from a regionally accredited college or university with major course work in related field;

AND

B. Four (4) years of experience performing above or related duties; two years of which have been in a supervisory capacity either directly or closely related field

2. Special Qualifications:

Valid Utah Class D Driver License

State of Utah Licensed Combination Inspector in residential and commercial inspection, or obtain within one (1) year of employment

Building Inspector Certifications (building, electrical, plumbing, & mechanical ICBO/state certifications)

Building Official Certification

General Contractors License preferred

Plans Examiner Certified preferred

One (1) year experience as a Building Inspector with South Jordan City preferred

3. Knowledge, Skills, and Abilities:

Knowledge of construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes; political, legal and governmental processes affecting various building programs and project management; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment. Knowledge of basic drafting techniques, blueprints and related specifications; interpersonal communication skills.

Skill in diplomacy and cooperative problem solving.

Ability to operate a personal computer and Microsoft products.

Ability to work with the public and City staff in a busy and often stressful environment with a professional and positive approach.

Ability to interpret codes accurately and effectively; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; estimate quantity of materials accurately; perform advanced mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

4. Working Conditions:

Tasks require variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, and reaching. Talking, hearing and seeing are essential to performing required job functions. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, emotional stability and critical thinking. Daily exposure to weather extremes and seasonal conditions. Daily local travel required in normal course of job performance.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Assist Bof</b>	<b>EEO-4 Class:</b>	<b>Official/Adm</b>
<b>Location:</b>	<b>Building</b>	<b>EEOP Class:</b>	<b>Official/Adm</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>324/329</b>