



## EMPLOYMENT OPPORTUNITY

**Amended Closing Date**

### **SENIOR PLAN REVIEW/CODE INSPECTOR** **(Combination Plan Reviewer/Building Inspector)** **Building Services**

In compliance with the Americans with Disabilities Act, persons needing Accessibility and/or Language assistance help should contact 801.629.8701, visit <http://accessibility.ogdencity.com> or contact Relay Utah at 711 or 888.735.5906.

#### **POSITION SUMMARY**

Primarily performs plan reviews on various and complex commercial and residential projects for compliance with adopted State Building Codes and City Ordinances. Assists with building inspections on commercial and residential buildings as needed/assigned. Receives general supervision from the Building Services Manager or other as may be assigned.

#### **EXPERIENCE AND TRAINING STANDARDS**

Five years of increasingly responsible experience as a Utah State Licensed Combination Inspector and/or Plans Examiner. Education and training equivalent to the completion of the twelfth grade supplemented by training in the building trades and/or construction industry. Possession of a valid Utah driver's license. Possession of I.C.C. commercial and residential 4-way certification. Possession of Utah State Combination Inspector license. Possession of I.C.C. plans examiner certifications preferred.

#### **NIMS REQUIRED TRAINING**

Employee will be required to complete NIMS IS100 and IS700 within three months of hire.

**Failure to obtain/maintain license and certificate as outlined above may result in termination from the position.**

#### **ESSENTIAL JOB FUNCTIONS**

- Promote and follow the City's values, ethics, and expectations.
- Inspect complex industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure compliance with all applicable codes, ordinances and regulations as needed.
- Conducts complex plan review on both digital and paper construction plans and specifications for new construction, additions, and remodels of residential, commercial and industrial buildings to determine compliance with State adopted construction codes and City ordinances.
- Inspect existing buildings and premises for change of use, occupancy, and/or compliance with applicable codes and ordinances.
- Issue written notices of violations and stop work orders and maintains records.
- Approve and assist with the issuance of building and zoning permits based on level of assigned duties.
- Confer with architects, contractors, developers, builders and the general public in the field and office; interpret and explain code requirements.

- Maintain written and digital files and reports regarding inspection and plan check activities and findings.
- Attendance and punctuality are essential functions of this position. Employee is required to work as a team and frequently meet with co-workers and supervisors; employee is required to communicate in-person with the public during office hours.
- Participate in safety and risk management activities; take action to reduce liability to the city.
- Attend and participate in professional group meetings; stay current with new codes, construction trends and innovations in the field of building inspections and plan review.
- Perform related duties and responsibilities as assigned.

## **QUALIFICATIONS**

*Knowledge, skills, abilities:*

- Establish and maintain ethical and effective working relationships with those contacted during work activities.
- In depth knowledge of State adopted construction codes.
- Apply technical knowledge while inspecting buildings or performing plan review.
- Ability to understand principles of structural design and engineering.
- Perform all work activities in a safe manner.
- Interpret and enforce codes with tact and impartiality.
- Read and interpret complex building plans, specifications and building codes.
- Understand and follow oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Maintain physical condition appropriate to the performance of assigned duties and responsibilities which may include the following: Walking or standing for extended periods of time, communicating with others, reading and writing, and operating assigned equipment and vehicles.
- Maintain effective audio-visual discrimination and perception needed for: Making observations, communicating with others, reading and writing, and operating assigned equipment and vehicles as required by the position.
- Maintain mental capacity which allows for effective interaction and communication with others.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to comply with all city policies and regulations, including safety and risk management standards.

## **WORKING CONDITIONS**

*The work conditions described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **PHYSICAL REQUIREMENTS**

Primarily work in office and assigned inspections on construction sites as needed. Exposure to dust, noise, and inclement weather. Some climbing, stooping, light lifting and inspecting in confined areas; Work around construction equipment. While performing the duties of this job, the employee is frequently required to sit, walk, and talk or hear. The employee is occasionally required to lift and or move up to 20 lbs.

## **CRIMINAL HISTORY BACKGROUND CHECK**

Successful applicant must pass background check.

## **MOTOR VEHICLE REPORT**

Driving record of successful applicant will be obtained by the HR office.

## **EDUCATION REQUIREMENT**

Successful applicant must submit a copy of above education requirements when requested.

## **VETERAN'S PREFERENCE POINTS**

Applicants **MUST** submit a copy of their DD-214 to the Human Resource office during the interview process. This is for initial appointments only.

## **SALARY RANGE**

**GRADE 17: \$1,872.98 to \$2,809.47** (Bi-weekly Rate) (DOQ). Typically hire at minimum. This position is eligible for benefits.

## **APPLICATION PROCEDURE**

On-line applications will be accepted at [www.ogdencity.com](http://www.ogdencity.com) until **Tuesday, September 28, 2021**. If you do not have access to a computer, you may come to the Ogden City Human Resources office located at 2549 Washington Blvd., Suite 220, Ogden, UT 84401 between the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. All applications/resumes will be evaluated and ranked based on relevant education and experience as stated therein. Highest ranking applicants may be invited for a personal interview.

## **INTERVIEWS**

If selected, applicants will be scheduled for interviews on September 20, 2021.

**WE ARE A DRUG FREE WORKPLACE**

**AA/EOE/ADAAA**

**September 2, 2021**