



**COMMISSIONERS**  
Alma L. Adams  
Michael P. Bleak  
Paul E. Cozzens

**ASSESSOR** / Cindy W. Bulloch  
**ATTORNEY** / Chad Dotson  
**AUDITOR** / Daniel E. Jessen  
**CLERK** / Jonathan T. Whittaker  
**RECORDER** / Carri R. Jeffries  
**SHERIFF** / Kenneth K. Carpenter  
**TREASURER** / Nicole B. Rosenberg

Human Resources  
82 North 100 East  
Suite 204  
Cedar City, UT 84720  
P 435-477-8335

**NOTICE OF EMPLOYMENT**

**POSITION:** Full Time Building Inspector/Zoning Officer

**DEPARTMENT:** Building and Zoning

**POSITIONS OPEN:** 1

**OPEN DATE:** MARCH 25, 2019

**CLOSE DATE:** APRIL 15, 2019

**SALARY RANGE:** \$21.12 to \$31.68 per hour (Depending on Qualifications/Certifications and Experience)

**EMPLOYMENT**

**STATUS:** FULL TIME; CAREER SERVICE; BENEFIT ELIGIBLE POSITION

**JOB SUMMARY**

Under general supervision of the Iron County Building and Zoning Administrator, perform semi-skilled tasks to enforce the Land Management Code and assist in administration of the General Plan, Zoning Ordinance and subdivision ordinance. Conduct inspection of buildings within Iron County to ensure conformance to construction codes and related ordinances as set forth by the State of Utah and Iron County.

**MINIMUM QUALIFICATIONS**

High School Diploma or equivalent; **and** five (5) years of experience in the building/development/real estate/building inspection field on at least a journeyman level. Must have the ability to meet and deal with the public in a positive manner and complete daily paperwork requirements. Knowledge of computer entry is required. Must be certified in and licensed in at least one (1) building codes discipline adopted by the State of Utah.

**SPECIAL QUALIFICATIONS**

- Must have and maintain a valid Utah Driver License according to Iron County Personnel Policy;
- Must have the ability to obtain inspector's licensing within the State of Utah at time of hire;
- Must be certified and licensed in at least one building codes discipline adopted by the State of Utah;
- Must obtain remaining residential certifications and licensing in building, electrical, mechanical and plumbing at a rate no less than one every 60 days (all within a total of 6 months from date of hire) of employment;
- Must be able to pass a criminal background check and pre-employment drug screen.

**Knowledge** of the procedures of applications for zoning and some building; laws, penalties and sanctions related to codes and ordinances; zoning and subdivision techniques and ordinances; building and development terms; building methods and techniques; building materials, including materials which meet code specifications.

**Ability** to interpret codes and ordinances accurately and consistently; to learn construction codes currently adopted by the State of Utah, to include building, plumbing, mechanical, electrical, fuel, fire and regulations governing structural design; to learn standards of manufactured homes and mobile homes; to learn and follow instructions; to communicate effectively verbally and in writing to develop and maintain effective working relationships with elected officials, county employees, local government employees, and the general public.

**Skill** in reading and understanding mechanical drawings, drafting, blue prints or cartography.

*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 and may be required to have specific job-related knowledge and skills. Please see full job description for a more detailed list of duties. Iron County is a drug-free workplace successful applicants for positions in the County must successfully pass a drug screen. Successful applicants for this position are required to pass a background screening.*

Prior to submitting an application please read the directions provided with the Application form found on Iron County's website.

Applications must be received on or before the closing date by 5:00p.m. MST

**APPLICATION FORMS ARE AVAILABLE AT [www.ironcounty.net](http://www.ironcounty.net)**

IRON COUNTY EMPLOYMENT APPLICATION MUST BE SUBMITTED TO:

Iron County Human Resource Office  
82 North 100 East Suite 204  
Cedar City, UT 84720

Or by email to: [jobs@ironcounty.net](mailto:jobs@ironcounty.net)

**IRON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**



# *IRON COUNTY*

<b>Title:</b>	Building Inspector-Zoning Officer	<b>Effective Date:</b>	03/26/2008
<b>Department:</b>	Building	<b>Last Revised:</b>	03/14/2018
<b>FLSA:</b>	Non-Exempt	<b>Pay Level:</b>	<b>11.89</b>

## **GENERAL PURPOSE**

Perform semi-skilled tasks to enforce the Land Management Code and assist in administration of the General Plan, Zoning Ordinance and subdivision ordinance. Conduct inspection of buildings within Iron County to ensure conformance to construction codes and related ordinances as set forth by the State of Utah and Iron County.

## **SUPERVISION RECEIVED**

Works under the general guidance and direction of the Building and Zoning Administrator

## **SUPERVISION EXERCISED**

None

## **ESSENTIAL FUNCTIONS**

- Assist Zoning Administrator in administration of Land Management Code
- Perform inspections as related to the Land Management Code
- Investigate alleged code violations and complaints
- Notify responsible person(s) of violation(s); prepares certification on inspection
- Answer questions from the public regarding Land Management Code
- Gather evidence and make reports regarding code violations
- Keep record of violations and follow-up to ensure correction of situation
- Interpret zoning ordinances
- Assist in examining plans and specifications for proposed subdivisions and development, residential and commercial construction
- Assist in examining plans and specifications for remodeling projects to determine compliance with applicable state and county adopted building codes, standards and ordinances
- Assist in performing combination inspections, including structural, electrical, concrete, masonry, steel, plumbing, mechanical and all other aspects of building and construction
- Perform some duties as certification allows, inspecting new buildings during all phases of construction to ensure conformity and compliance with codes, standards and regulations
- Learn to inspect existing structures for structural and fire safety hazards and advise owner(s) of violations or unsafe conditions and suggest methods of correcting problems
- Other duties as assigned

## **EDUCATION AND EXPERIENCE**

High School diploma or equivalent and five (5) years of experience in the building/development/real estate/building inspection field on at least a journeyman level. Must have the ability to meet and deal with the public in a positive manner and complete daily paperwork requirements. Knowledge of computer entry is required.

### **1. Knowledge, Skills, and Abilities:**

- Some knowledge of the procedures of applications for zoning and some building
- Some knowledge of the laws, penalties and sanctions related to codes and ordinances
- Working skill in reading and understanding mechanical drawings, drafting, blue prints or cartography
- Ability to interpret codes and ordinances accurately and consistently
- Working knowledge of zoning and subdivision techniques and ordinances

- Ability to learn and gain knowledge of construction codes currently adopted by the State of Utah, to include building, plumbing, mechanical, electrical, fuel gas, fire and regulations governing structural design
- Working knowledge of building and development terms
- Working knowledge of building methods and techniques
- Working knowledge of building materials, including materials which meet code specifications
- Ability to learn and gain knowledge of standards for manufactured homes and mobile homes
- Ability to learn and follow instructions
- Ability to communicate effectively verbally and in writing
- Ability to develop and maintain effective working relationships with elected officials, County employees, local government employees and the general public

**2. Special Qualifications:**

- Must be certified and licensed in at least one building codes discipline adopted by the State of Utah
- Must have the ability to obtain inspector's licensing within the State of Utah at time of hire
- Must obtain remaining residential certifications and licensing in building, electrical, mechanical and plumbing at a rate no less than one every 60 days of employment (all certifications within total of 6 months from date of hire).
- Must possess valid Utah Driver's License and maintain compliance of Iron County Vehicle Policy
- Must be able to pass a criminal background check
- Must be able to pass a pre-employment drug screen

**3. Physical Demands:**

- Regularly walk, stand, stoop, bend and lift
- 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
- Walk, stand, crouch, or run (move quickly) on narrow slippery, or erratically moving surfaces, sometimes for sustained periods of time
- Must be able to safely operate/drive vehicle
- Work for sustained periods of time maintaining concentrated attention to detail
- Need to distinguish between shades of color
- Communicate via radio

**4. Work Environment:**

Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; around very noisy equipment; may expose employee to conditions such as fumes, noxious odors, dusts, mists, gases and poor ventilation; may expose employee to possible bodily injury from moving mechanical parts of equipment, tools, machinery and/or other dangerous conditions; requires the use of protective devices and equipment (i.e. masks, goggles, safety glasses, gloves and hearing protection); along with exposure to dangerous conditions and potentially hostile situations.

\*\*\*\*\*

**Disclaimer:** The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. 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.  
(Please Print Name)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Today's Date)