TO: **Ivins City Mayor & Council**

DATE: **June 11, 2014**

FROM: **Dale Coulam**
Ivins City Manager

RE: **Deputy Building Official Job Description & Salary Range**

Cody Mitchell's position with the City is currently Building Inspector. His qualifications and salary exceed those expected for that entry-level position. Therefore, it is proposed that he be promoted to the position of Deputy Building Official. He already takes over for Kevin when Kevin is out (Hawaii) and he has all of the certifications necessary for this promotion.

I should note that the job duties for Building Inspector, Deputy Building Official & Building Official are all very similar; what varies is the level of certifications and years of training/experience.

IVINS CITY JOB DESCRIPTION
DEPUTY BUILDING OFFICIAL

DEPARTMENT:	BUILDING & ZONING	FLSA: NON-EXEMPT
DIVISION:	BUILDING	CREATED: JUNE / 2014

GENERAL PURPOSE:
Performs a variety of working level professional and technical duties as needed to assure compliance with local, county, state, and federal uniform building codes. Performs residential and comercial inspections of buildings and assures compliance with Ivins City Zoning Ordinances.

SUPERVISION RECEIVED:
The Deputy Building Official works under the direct supervision of the Ivins City Building Official / Zoning Administrator.

SUPERVISION EXERCISED:
Assists in the supervision and direction of the Building Inspectors, Code Enforcement Officers and Administrative Assistants within the Building Department.

ESSENTIAL FUNCTIONS: (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. The list of tasks is illustrative only, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. In absence of the Building Official, assumes those duties as needed.
2. Receive and examine building plans for compliance with uniform building codes as to construction, building type, occupancy, fire protection, and location of lot and verify that they conform to Ivins City Ordinances.
3. Make corrections for errors on blueprints.
4. Discuss and explain ordinances and codes to concerned home owners and contractors.
5. Assume authority and responsibility for plan corrections as to conformance to Ivins City Ordinances and Codes.
6. Calculate building permit fees following established procedures for building type and size.
7. Issue permits for building, plumbing, electrical, sewer, water, heating, cooling, and other construction phases as required by law.
8. Visit building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances.
9. Maintain comprehensive inspection records.
10. Interpret regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards.
11. Investigate alleged code violations; determine whether a violation exists and if so initiate proper departmental procedures to report the findings, prepare certification of the inspection.
12. Responds to and resolves complaints and concerns related to building issues.
13. Perform related duties as assigned.

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QUALIFICATIONS:

Special Qualifications:

1. Must have a valid Utah Driver's License.
2. Must be licensed with the State of Utah as a Combination Inspector.
3. Must maintain ICC certification as ICC Building Plans Examiner or obtain within one (1) year from date of hire.

Education and Experience:

1. Must have High School diploma or equivalent.
2. Associates degree in Construction, Construction Management, Architecture, Engineering or a closely related field required OR four(4) years of responsible experience in construction trades at a journeyman level OR combination of education and experience..
3. Five (5) years experience as Building Inspector, two (2) years of which must include commercial inspections and Plan Review.

Knowledge:

1. Knowledge of general construction methods, principles, practices and procedures.
2. Knowledge of technical and practical design of public works system.
3. Knowledge of building, plumbing, electrical, mechanical and energy conservation codes.
4. Knowledge of drafting techniques and use of a variety of technical engineering equipment and drafting tools.
5. Knowledge of municipal codes pertaining to subdivisions and zoning.
6. Math – Knowledge of arithmetic, algebra, geometry, and their applications.
7. Knowledge of the English language, including proper structure, spelling, grammar, and punctuation.

Skills:

1. Quality Control – Monitoring, inspecting, and testing construction to ensure it meets minimum requirements and specifications.
2. Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
3. Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
4. Time Management – Managing one's own time and the time of others.
5. Writing – Communicating effectively in writing as appropriate for the needs of the audience.
6. Speaking – Talking to others to convey information effectively.
7. Critical Thinking – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
8. Negotiation – Bringing others together and trying to reconcile differences.

Abilities:

1. Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
2. Oral Expression – The ability to communicate information and ideas in speaking so others will understand.

3. Written Expression – The ability to communicate information and ideas in writing so others will understand.
4. Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
5. Problem Sensitivity – The ability to recognize when something is wrong or is likely to go wrong.
6. Plan Interpretation – The ability to read and interpret engineering drawings, City ordinances, safety manuals, construction and design plans, specifications, and standards.
7. Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
8. Perceptual Speed – The ability to quickly and accurately compare similarities and differences among sets of data, such as numbers, objects, plans or patterns. This ability also includes comparing a presented object with a remembered object.
9. Visualization – The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.
10. Depth Perception – The ability to judge which of several objects is closer or farther away from you, or to judge the distance between you and an object.
11. Near Vision – The ability to see details at close range (within a few feet of the observer).
12. Far Vision – The ability to see details at a distance.

WORKING CONDITIONS:

1. Moderate physical activity; may require stooping, bending, climbing in and out of construction areas, and occasional lifting of light weights over 35 pounds.
2. Required to work outdoors in desert climate.
3. Moderate exposure to stress as a result of human behavior.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

PROPOSED SALARY RANGE FOR DEPUTY BUILDING OFFICIAL

Deputy Building Official

2014 State Market Data:

Low	Average	High	Spread
54,475	60,884	64,555	9%

2014 Proposed Salary Range based on State Market Data:

Low	Midpoint	High	Spread
55,728	60,884	66,040	8%

BUILDING INSPECTION SUPERVISOR/DPTY BLDG OFFICIAL

Rg Min	Rg Mid	Rg Max	Act Min	Act Max	Act Avg	Updated
42,208.00	52,354.00	62,500.00	60,000.00	60,000.00	60,000.00	12/03/2013
44,293.10	55,044.10	65,795.10	64,505.00	64,505.00	64,505.00	08/29/2013
42,008.00	54,835.00	67,662.00	64,555.00	64,555.00	64,555.00	10/17/2013
46,780.00	58,474.50	70,169.00	54,475.00	54,475.00	54,475.00	12/15/2013

High	Low	Average
64,555.00	**54,475.00**	**60,883.75**
1.19	**0.185039009**	**9.25%**

Computed Salary Range

LOW	MID	HIGH
$55,727.84	**$60,883.75**	**$66,039.66**

ACTUAL	**$45,676.80**	**$21.96 P/H**