City of Washington Terrace
JOB POSTING

POSTING #: FY 20-010
POSTING DATE: January 30, 2020
POSITION OPEN: Chief Building Official/Planner/Code Enforcement
PAY SCALE: $51,768-72,473 (DOQ)

Benefits: The City offers a competitive benefits package including health, dental, life, and long term disability insurance. The City Participates in the Utah Public Retirement System (pension). Other benefits include Sick leave, Vacation leave, and holiday pay.

The City of Washington Terrace, UT, is seeking qualified applicants for the position of Chief Building Official/Planner. The City of Washington Terrace is located in Weber County, UT, 30 miles north of Salt Lake City.

Job Description: This is an “at-will” exempt position working under the direction of the City Manager. Assists in planning and establishing building and zoning ordinances and assures compliance with ordinances. Examines plans, issues business licenses, building permits, and inspects all construction for compliance with State and International Building Codes. Issues warnings and citations for nuisances and violations. The Chief Building Official is a Department Head position who works closely with the Mayor, City Council, and Department Heads to meet the needs and concerns of the City. Meets regularly with and coordinates legislation, planning and zoning policy with the Planning Commission. Other duties as assigned.

Job Responsibilities:
- Performs professional managerial and technical administrative duties, to include department budget.
- Oversees all construction and planning of the city and zoning to ensure compliance with the zoning and building codes. Inspects new and existing buildings during construction for compliance.
- Conducts research on issues, policies, and concepts pertaining to planning, zoning, and community development; presents findings to planning commission and/or city elected body; prepares written reports in response to public requests for zoning applications and various ordinance changes.
- Prepares proposals in draft form for amendments to zoning ordinance or policy governing local planning, zoning, and development.
- Sets fees and issues permits for construction.
- Acts as staff liaison to Planning Commission.
- Reviews business licenses for zoning concerns. Inspects businesses and day care facility for fire code.
- Administer citation and warnings for municipal code violation and international building codes and city standard for nuisances and construction violations.
- Reviews subdivisions and commercial site plans for conformance with construction standards and zoning ordinances.
- Prepares written reports, issues “stop work” orders, handles all code enforcement.

Qualifications:
Required:
- Graduation from High School plus two years of specialized training or an associate degree and five years of experience in one or more of the construction trades.
- Any equivalent combination of education and experience.
- Must be ICC certified as combination inspector (residential and commercial combination inspector)

Preferred:
• BS Degree or four years of specialized training and five years of experience in a government municipal setting.

Knowledge, Skills, and Abilities:
• Knowledge of drafting and blueprint reading.
• Skilled in the use of a computer and its various programs.
• Ability to communicate verbally and in writing.
• Good Math Skills.
• Basic knowledge of engineering and architectural functions.
• Knowledge of state code as it pertains to building.
• Knowledge of City resolutions and ordinances.
• Ability to work with the general public and able to resolve conflicts.
• Provide excellent customer service to external and internal customers.

Working Conditions:
• Occasional walking, and lifting (*50lbs or less)
• Ability to work in a high stress environment
• Occasional work in inclement weather
• Make oral and written presentations to various groups
• Physical demands representative of those that would typically be encountered in an office environment. Reasonable accommodations may be made to enable an individual to perform essential functions.

Disclaimer:
This job description is intended to describe the general nature and level of work being performed by the Chief Building Inspector. This description is not intended to be an exhaustive list of duties, responsibilities, and skill required for the position. The City reserves the right to reject any and all applicants, to waive requirements set forth in this announcement, and to hire anyone as the City Manager or designee deems to be in the City’s best interest, all subject to legal requirements. Washington Terrace is an Equal Opportunity Employer.

SEND RESUME, COVER LETTER AND APPLICATION TO: Washington Terrace City
Amy Rodriguez/ City Recorder/HR Department
5249 S Southpointe Dr
Washington Terrace, UT  84405
E-Mail: amy@washingtonterracecity.org
Fax #: 801-393-1921

** Equal Opportunity Employer **

The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process. If you have special needs, please call (801) 395-8283. Washington Terrace does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services.

* DO NOT REMOVE THIS POSTING*