

# Shoshone County Position Opening

## **Building Official / Inspector**

### **Job Summary:**

The Building Official / Inspector manages the Building Division's plan review, inspection and permitting programs; role involves conducting field inspections of residential, commercial and agricultural properties, reviewing construction plans ensuring buildings are constructed in accordance with established codes and standards and compliance with all relevant building codes, zoning laws, and safety regulations; serves as the Building Division's technical expert in the application of building accessibility, fire, life safety and related codes and standards; responsible for function and technical supervision of building inspection operations.

Building Official / Inspector would also provide assistance with investigations into the operations and activities of the code enforcement program, including ensuring compliance with applicable ordinances, codes and regulations related to the Shoshone County Code and adopted building codes.

### **Key Responsibilities:**

- **Conduct Inspections:** Perform on-site inspections of new and existing buildings, structures, and systems to ensure compliance with local, state, and national building codes, zoning regulations, and safety standards.
- **Review Plans:** Examine construction plans, blueprints, and specifications for compliance with requirements of national, state, and local codes and ordinances relative to ensure they are complete, accurate and comply with all adopted regulations.
- **Permits Approval:** Approve building permits for compliant projects and provide guidance to contractors and property owners on any necessary corrections.
- **Record Keeping:** Maintain accurate records of inspections, permits, violations, and enforcement actions. Prepare detailed reports and documentation as required.
- **Enforcement:** Identify and document violations of building codes or zoning laws. Issue stop-work orders, citations, or other enforcement actions, as necessary.
- **Public Interaction:** Provide information and assistance to engineers, designers, attorneys, contractors, builders and the general public regarding interpretation, application and enforcement of various adopted codes, laws and regulations, permit processes, and inspection procedures.
- **Continuing Education:** Stay current with changes in building codes, regulations, and construction practices through ongoing professional development and training.
- **Collaboration:** Work closely with other county departments, state, and local agencies to ensure coordinated enforcement of regulations.
- **Safety Compliance:** Ensure that all construction projects adhere to safety standards, including fire protection, structural integrity, and accessibility requirements.

## Qualifications:

- **Education:**
  - High school diploma or GED required.
  - Bachelor of Arts/Science Degree in engineering, architecture, or related field; **OR** Associates of Applied Science or associate's degree from accredited college or university in building inspection technology, engineering, architectural drafting, construction management, or a related field is preferred.
  - 2 years industry experience applying adopted codes and standards to construction and site development, or an equivalent combination of education and experience.
- **Experience:** Minimum of 2-5 years of experience in building inspection, construction, or a related field. Prior experience in government or municipal work is a plus.
- **Certifications:**
  - At the time of hire, must possess a valid driver's license with acceptable driving record, and be insurable.
  - **Within 60 days of hire:** Must possess ICC Residential Building Inspector certification.
  - **Within 12 months of hire:** Must possess ICC Commercial Building Inspector certification.
  - **Within 12 months of hire:** Must possess ICC Plans Examiner certification.

All required licenses and certifications shall be maintained throughout employment.

- **Key Knowledge:**
  - Comprehensive knowledge of local, state, and national building codes and zoning regulations. Familiarity with construction materials, methods, and safety practices.
  - Knowledge of floodplain, site disturbance, stormwater/erosion sediment control.
  - Principles of surveying, mapping, global positioning systems (GIS) and usage of aerial photography and satellite imagery
- **Key Skills:**
  - Strong analytical, problem-solving, and decision-making skills with tact, discretion, initiative, and sound judgment to reach appropriate conclusions within established policies and guidelines.
  - Excellent oral and written communication and interpersonal skills; ability to read, write, hear and speak in English.
  - Ability to use as telephone and general office equipment and proficient with computers, various peripherals, and relevant software (e.g., Microsoft Windows Office 10 Suite, Adobe).
  - Ability to calculate figures and amounts using fractions, decimals, and percentages to apply concepts of basic algebra and geometry.
  - Ability to interpret adopted codes and local ordinances and interpret / analyze blueprints, layouts, maps, plans and specifications, graphs, and statistical data.

- Deal with difficult people, angry citizens and upset applicants and resolve their issues within the confines of laws, rules, policies, and processes.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form or from vague sources and references.
- Prioritize, work time, sequence, multi-task, and research information to complete work assignments with limited supervision and frequent interruptions.
- Display an attitude of cooperation and work harmoniously with all levels of County employees, the general public and other organizations.
- Maintain regular attendance.

**Physical Requirements:** Ability to perform physical inspections, including climbing ladders, crawling, and navigating construction sites. Must possess a valid driver's license and be able to travel to inspection sites throughout Shoshone County.

**Working Conditions:** Work is primarily conducted in the field, with some office-based tasks; Exposure to varying weather conditions and construction site hazards; occasional evening or weekend work may be required for inspections or emergencies.

**Wage and Benefits:** Wage will depend on experience and certification. This is a full-time position with a full benefits package that includes, medical, dental, vision and PERSI retirement; benefits information available on Shoshone County's website: <https://shoshonecounty.id.gov/county-employees/>.

**Application Process:** Interested candidates should submit a completed application, resume, and cover letter to Dan Martinsen, Planning Administrator, Shoshone County Planning & Zoning Department, 700 Bank Street, Suite 25, Wallace, ID 83873. The required application form may be obtained from Shoshone County's website: <https://shoshonecounty.id.gov/wp-content/uploads/2021/11/Job-Application.pdf> or picked up at the County Clerk's office.

*Applications accepted until the position is filled.*

Please call 208-752-8891 with any questions.

**Shoshone County, Idaho is an Equal Opportunity Employer**

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