



Human Resources  
220 East Morris Avenue #200  
South Salt Lake City, UT 84115-3200  
Phone (801) 483-6028 Fax (801) 412-3276

March 12, 2018

## PUBLIC NOTICE

The City of South Salt Lake is accepting applications for the following position:

### BUILDING AND HOUSING INSPECTOR III

The Building & Housing Inspector III reports to the Community and Economic Development Director and Building Official; The Building and Housing Inspector is responsible for conducting field inspections of rental properties and commercial buildings under the parameters of International Building, Plumbing, Mechanical and Electrical Codes as adopted by the State of Utah, as well as Fit Premises, Health and Safety Codes adopted by the State and City.

#### ESSENTIAL RESPONSIBILITIES AND DUTIES

1. Ensures Building and construction compliance with currently adopted building codes
  - 1.1 Inspects rental properties and commercial buildings when a business license is submitted to the Department
  - 1.2 As assigned by the Building Official, inspects new buildings, additions to and alterations of existing buildings for compliance with the currently adopted editions of the International Building Codes and plans approved with the building permit
  - 1.3 Works with the public to answer basic code questions
  - 1.4 Reviews that all required special inspections are performed and installed consistent with the approved practices and plans
  - 1.5 Maintains case logs and records related to inspections and enforcement activities
  - 1.6 Investigates and researches building code and ordinance complaints and recommends appropriate action
  - 1.7 Enforces appropriate building related codes on new construction and on existing building as provided for in appropriate adopted codes
  - 1.8 Issues notices of violation, citations or stop work order when projects are found to be doing work without a permit or building code violations are occurring at a property
  - 1.9 Prepares case reports and presentations to be heard before the Administrative Law Judge for building code violations or appeals
  - 1.10 As assigned by the Building Official, performs plan reviews and inspections on new construction projects
  - 1.11 Assists and takes the lead in working with other City departments and outside agencies to ensure building code and fit premises regulations are enforced
2. Assists in the administration of the Good Landlord Program
  - 2.1 Ensures landlord accountability through the building inspection process
  - 2.2 Works directly with the Business License Official in conducting inspections and record keeping

#### MINIMUM QUALIFICATIONS

##### EDUCATION, EXPERIENCE AND CERTIFICATIONS

- Graduation from high school or GED equivalent and four years of experience in general construction or related field, or any equivalent combination of related education and experience.
- Must possess a minimum four of the eight ICC/State certifications. Two of the certifications must be commercial certifications with one being the Commercial Building Certification.
- Must possess a valid state driver's license or have the ability to obtain one prior to employment.

##### NECESSARY KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of building codes; knowledge of general construction and contracting procedures; knowledge of local health and safety codes.

2. Skill in public and government relations.
3. Ability to work and coordinate with contractors, business owners and citizens on zoning, good landlord and building related issues; ability to keep records of enforcement activities and communicate with administrative court regarding violations.
4. Ability to detect hazards and violations and detail what the Codes require during field inspection work; ability to enforce regulations with impartiality in field inspection work, ability to communicate effectively verbally and in writing, ability to read and accurately interpret plans and specifications of any complexity, and to compare them with construction progress.

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**PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met or will be encountered by an employee while successfully performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee is occasionally required to stand, walk, and use hands to operate objects, tools or controls. The employee is occasionally required to sit, climb, balance, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee is frequently exposed to wet and/or humid conditions, or airborne particles. The employee occasionally works near moving mechanical parts and in high, precarious places. The noise level in the work environment is usually quiet in the office and moderate to loud in the field.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description is subject to change by the employer as the needs of the employer and requirements of the job change.

**Grade: 18**

**Salary: \$40,323 - 60,988 Typically hire at minimum**

**CLOSING DATE: Open until filled**

**CITY APPLICATION MUST BE COMPLETED**

**Application available on website at [www.sslc.com](http://www.sslc.com).**

**Email to [HR@ssl.com](mailto:HR@ssl.com) or fax to 801-412-3276, or apply in person at  
CITY OF SOUTH SALT LAKE, 220 E MORRIS AVE, 2ND FLOOR (2430 South)  
2nd FLOOR**

**FINAL APPLICANT MUST SUBMIT TO AND PASS A BACKGROUND CHECK  
AND DRUG SCREEN**

**EQUAL OPPORTUNITY EMPLOYER. THIS ORGANIZATION USES E-VERIFY.**