

Building Inspector Job Description

Posted: October 2, 2025 12:00 PM

Expiration: October 16, 2025 12:00 PM

Job Code: 833

FLSA Status: Non-exempt



Definition

Performs complex technical inspection work securing compliance with municipal building, electrical, mechanical, and plumbing codes and zoning and other related ordinances.

Series Standards

The Building Inspector occupational classification is designed to provide an advanced-level work environment for Building Inspectors to fully utilize a variety of Residential and Commercial certification and inspection duties. Work is distinguished from that of the Building Inspector II position by being able to perform advanced residential and commercial inspections in all four (4) of the primary ICC/State certification areas (structural, electrical, plumbing, and mechanical) plus possess and utilize at least one (1) additional ICC/State Certification.

Essential Functions

Essential functions, as determined under the Americans with Disabilities Act, may include the following tasks, knowledge, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions of this class. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). The city mayor reserves the right to add or change duties at any time.

Tasks

Inspects industrial, commercial, and residential buildings during various stages of construction and remodeling to ensure compliance with applicable codes and regulations of City, State and Federal agencies; writes correction notices on work not in compliance with codes or plans and re-inspects for compliance; checks plans for compliance with code requirements and discrepancies after permit is issued; reviews and studies code and ordinance changes.

Inspects existing buildings for changes of use or occupancy for compliance with applicable code and ordinances; coordinates inspection activities with other City departments and divisions; confers with architects, engineers, contractors, builders and the general public in the field and office and assists them in altering construction plans to meet established codes and standards; issues building, electrical, mechanical, and plumbing permits, for work to be performed; issues notices to comply on violations and maintains a history file. Investigates and resolves complaints received by the department from the public concerning alleged code violations. Must have an understanding of how to judge when issues or field problems need to be reviewed by division supervisor or when assistance may be needed from other City

personnel. Must be comfortable in understanding the limits of authority and be able to make responsible decisions and know when to defer decisions to the appropriate level.

Explains and interprets code requirements and restrictions; maintains files of inspections, approves plans and permits, reviews files for inactive, revoked or expired permits and code violations; initiates action against expired permits or to correct code violations; answers questions and provides information about construction site inspections and code regulations; reviews new materials and methods used in building construction; learns to apply new codes and other building inspection regulations.

Knowledge, Skills and Other Characteristics

Knowledge of the principles and techniques of building inspection work.

Knowledge of pertinent Federal, State and local laws, codes and regulations.

Knowledge of City codes and policies regarding zoning, environmental matters and other regulations.

Knowledge of acceptable safety standards and methods of building construction for commercial, industrial and residential buildings.

Skill in reading and interpreting building plans, specifications and building codes.

Skill in determining if construction systems conform to City code requirements.

Skill in establishing and maintaining effective working relationships with upper management, contractors, co-workers, and the general public.

Skill in communicating clearly and concisely, both orally and in writing.

Qualifications

High School GED or equivalent AND experience equivalent to five (5) years full-time building inspection and/or work in related field. Must possess or be able to obtain a State of Utah Combination Certificate (structural, electrical, plumbing and mechanical) and State Inspectors License ICC. Must possess a valid Utah Operator's License. It is highly preferred applicants live in the Mendon City area.

Compensation

Inspector receives 50% of:

Permit Fee

(Exceptions)

Reroof Permit: \$100

Electrical Service Change: \$50

Solar Permits: \$200

Email resumes to CityClerk@MendonCityUtah.gov or drop off at the Mendon City Offices during office hours: Tuesdays and Thursdays: 8:00 AM – Noon and 5:00 PM – 7:00 PM.