



Job Announcement – City of Middleton Building Official/Building Inspector/Plan Reviewer

Application Deadline: Open until filled.

Salary Range: \$75,000 – \$90,000 Depending Upon Experience

Benefits: Paid Time Off, PERSI retirement, life insurance, and City pays 100% employee health insurance (medical/dental) premiums for employees and 50% for dependents.

JOB DESCRIPTION

Plans, implements, reviews, interprets, develops, and evaluates building codes and standards. Provides direction and supervision to staff for plan review and inspection resolving complex code issues. Ensures commercial and residential construction is approved and performed per codes and ordinances. Renders final building code interpretations for the city. Acts as the liaison for all internal code interpretation issues. Reviews statistical data reports to evaluate trends. Implements building damage assessment plans. Responds to customer inquiries on building code issues or processing. Coordinates code issues, including direct interaction with various outside stakeholders. Reviews newly published building code editions, drafts proposed ordinance language and recommends adoption or modification of same. Drafts and proposes ordinance language to address oversights or deficiencies in the adopted codes. Presents codes and ordinance updates, approves occupancy for all new and existing buildings or structures within city limits in cooperation and consultation with the Middleton Rule Fire District. Develops and approves interdepartmental policies. Participates in early assistance meetings with development customers. Interacts with contract inspectors for mechanical, electrical and, plumbing.

REQUIRED KNOWLEDGE, EXPERIENCE AND TRAINING

- Current Residential Plan Review and Inspection Certificate
- Current Commercial Plan Review and Inspection Certificate
- Knowledge of International Building Code, Residential Energy Codes and ADA accessibility requirements
- Ability to obtain Building Official certificate within 2 years
- Five (5) years of experience in any of the following during last eight years, in construction management/superintendent, architecture, supervising and enforcing building codes for a governmental jurisdiction or a combination
- Physical and mental agility and acuity to perform all building inspections,
- Proficient to expert in Microsoft Office product suite and Bluebeam
- Demonstrated ability to plan, organize and schedule priorities
- Excellent written and oral communication
- Be fair and friendly with an optimistic attitude and speech.
- High School Graduate or GED
- Valid Idaho driver's license or ability to obtain if relocating from out of state.



PHYSICAL CHARACTERISTIC OF WORK ENVIRONMENT

- Field and office setting and environment, including inclement weather
- Constant interruptions
- Hearing and speaking in English to exchange information
- Seeing to read a variety of materials
- Dexterity of hands and fingers to operate a computer keyboard or other office equipment
- Bending at the waist, kneeling or crouching
- Reaching overhead, above the shoulders or horizontally to file materials
- Lifting, carrying, pushing or pulling moderately heavy objects up to 25 pounds
- Climbing stairs
- Sit or stand for extended periods of time

ABILITIES:

- Professionally deal with contractors, subcontractors, and other inspectors and agencies on the phone and in person
- Work independently, and effectively handle multiple tasks simultaneously
- Work through detailed problems and maintain substantial attention to detail

ESSENTIAL DUTIES AND RESPONSIBILITIES

Review building plans, perform inspections, respond in person and on the phone to inquiries about International Building and Residential codes, and enforces those codes. The Building Inspector Reports to the Building Official.

ESSENTIAL PROFESSIONAL CONDUCT

Keeps immediate supervisor and designated others accurately informed concerning work progress, present or potential work problems, and suggestions for new or improved ways of addressing such problems.

Communicates information and states concerns in a clear and professional manner. Respects the opinion of others and demonstrates a reasonable relationship with employees, supervisors, and others.

Is punctual and timely in meeting requirements of performance, including attendance standards and work deadlines.

Is willing and able to respond to emergency situations that occur throughout the City as events may arise.

CUSTOMER SERVICE

Employee shall be expected to occasionally convey information related of the above job duties to the general public, elected officials, or other employees. All interactions are expected to be conducted in a responsive and accountable manner by providing information in a timely and accurate manner.

Employee shall provide input into the annual budget formulation for items related to their work.

RECORDS MANAGEMENT

Employee shall develop, organize, and maintain electronic and physical files per the cities record retention policy. Employee shall keep records and workspaces in an organized.

SUPPLEMENTAL INFORMATION

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

**HOURS**

Monday – Friday 8 a.m. to 5 p.m.

Attendance at City Council meetings or other off-duty events may be requested.

SUPERVISION RECEIVED

The Building Official position is appointed by the Mayor, confirmed by City Council, and reports to the City Administrator

SUPERVISION EXERCISED

This is a supervisory position.

HIRING PROCESS:

Please submit a cover letter, resume, references and city employment application, (available online at www.middleton.id.gov) to:

City of Middleton,
P.O. Box 487,
Middleton, Idaho 83644

or

citmid@middletoncity.com

The city will conduct interviews with selected qualified candidates.

Contact information for three professional references will be required of candidates prior to the City making an offer of employment.

Hiring decisions will be based on application materials, rating of education and experience, oral interview, reference check, examples of relevant work products, and/or job-related tests.