

La Paz County JOB ANNOUNCEMENT



Building Inspector/Code Compliance Officer

Community Development is now accepting applications for the Full-Time position of **Building Inspector/Code Compliance Officer**. The position is responsible for inspections, plan reviews and investigating for code compliance under the direction of the Chief Building Inspector as part of the Building and Zoning Division. This Non-exempt position reports directly to the Community Development Director.

Annual salary \$33,051.20- \$ 48,900.80
D.O.E.

**Please see the Job Description
for complete information concerning this position.**

Minimum Job Requirements:

- High School Diploma or GED Certificate
- Three (3) years' experience in building inspection and code compliance and enforcement OR five (5) years' experience in the building trades or a combination of training and experience which indicate an ability to perform the duties of this position
- ICC Certification within one (1) year of appointment
- Valid Arizona Driver License

For the complete Job Description and access to the La Paz County Employment Application, please visit the Current Employment Opportunities section of our website:

www.co.la-paz.az.us.

Or contact Human Resources Department
1113 Kofa, Avenue
Parker, AZ 85344
(928) 669-3400

This job announcement will be posted internally for the benefit of County employees for (5) consecutive working days starting Tuesday, October 18, 2021.

Concurrently applications from the public will be accepted.

Position is open until filled.

La Paz County is an Equal Opportunity Employer



La Paz County

Job Description

BUILDING INSPECTOR/CODE COMPLIANCE OFFICER

Date Approved: 10-18-21

Department: Community Development

FLSA Status: Non-Exempt

Classified: Yes

Pay Plan: NE0??

Job Code:

Position Summary:

Under minimal supervision of the Community Development Director, performs technical work of moderate difficulty in inspection and compliance of building and safety codes, zoning ordinance, floodplain regulations and other codes; investigating, processing, and tracing code violations and compliance activities; and performs related work as required or assigned.

Essential Job Functions & Duties and Responsibilities:

- Performs a wide range of industrial, commercial, and residential inspections
- Performs plan reviews for building and safety code compliance during and after construction
- Review permit applications and site plans for compliance with local regulations
- Investigate zoning complaints
- Provide information and practical solutions to abate violations
- Provide information to the public relating to construction, code requirements and other applicable ordinances
- Inspection duties relating to footings, completed framing, chimneys, stairways, plumbing systems, water systems, water heater installations, fire sprinkler systems, air and gas piping systems, fittings, back flow prevention devices, bracing, ventilation, air-and-water tightness, electrical installations, building sites for site layout, solar inspections and review of all associated work included in the above list
- Provide inspections in conjunction with the State Fire Marshal's office
- Review building, electrical, mechanical, and plumbing permit applications; verify accuracy of payment of fees
- Keep records of inspections performed, actions taken, and corrections recommended and secured
- Assists the public in preparation of building and zoning permit applications and provides technical information pertaining to land use and zoning
- Verifies regulations relating to use of licensed contractors
- Issue correction notices, stop work orders, and green tags for utility clearances
- Daily updates to the inspection log
- Receives, logs, and develops responses for all zoning, building, and other complaints received

- Performs County wide field inspections to confirm violation reports and document conditions
- Processes all documentation for compliance actions, including preparation of court documents for the Department Head and County Attorney
- Maintains all documentation on all departmental compliance actions, including but not limited to personal communication and written correspondence
- Prepares violation letters and citations; negotiates timetables and actions required for compliance
- Assists the public in a wide variety of areas including zoning status, general building and permitting requirements, departmental services available, and inter-agency and intra-agency referrals when appropriate
- Maintains status records for all open violation files

Minimum Job Requirements:

- High School Diploma or GED Certificate
- Three (3) years' experience in building inspection and code compliance and enforcement OR five (5) years' experience in the building trades or a combination of training and experience which indicate an ability to perform the duties of this position
- ICC Certification within one (1) year of appointment
- Valid Arizona Driver License

Required Knowledge, Skill, & Ability:

- Principles and practices of the construction industry
- Identify needs and formulate alternative solutions to problems
- Establish and maintain effective working relationships with employees, other agencies, and the public
- Effectively follow verbal and written instructions
- Communicate effectively and professionally verbally and in writing
- Keep records and prepare reports of inspections and investigations for use by administrative and judicial authorities
- Working knowledge of the County Enforcement and Zoning Regulations and other applicable ordinances enforced by the department
- Ability to organize and maintain time-sensitive files and effective tracking systems
- Ability to consistently interpret regulations and ordinances
- Ability to read and interpret maps, zoning regulations, and general building code requirements
- Ability to compose moderately complex correspondence
- Deploy to work remote areas of the County
- Work in adverse conditions for extended periods of time
- Periodically or routinely lift heavy items up to 50 lbs. and carry long distances up to 20 feet
- Bend or stoop repeatedly or continually over time
- Walk over rough, uneven, or rocky surfaces
- Remain in a standing position for extended periods of time

Preferred Knowledge, Skill, & Ability:

- Considerable knowledge of federal, state, and local building, zoning, housing, safety laws, and rules of civil procedures
- Residential, commercial, and industrial building trades
- Considerable skill in understanding and interpreting building, plumbing, electrical, mechanical, and zoning regulations
- Detecting substandard materials and workmanship
- Understanding and interpreting zoning and floodplain regulations