

## POSITION DESCRIPTION

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**POSITION TITLE:** Building Inspector, Plan Reviewer and Code Enforcement Officer

**DEPARTMENT:** Planning and Zoning

**DATE:** Approved by Board of Boise County Commissioners on February 8<sup>th</sup>, 2022

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**POSITION SUMMARY:** Performs standard building inspections of new and existing residential and commercial properties to ensure compliance with Federal, State, and County codes and regulations. Reviews plans submitted with applications for building permits for compliance with Federal, State, and County codes and regulations. Investigates complaints and enforces Boise County Ordinances in relation to the Planning and Zoning/Building Department.

### **ESSENTIAL FUNCTIONS:**

- Provide technical advice and assistance to the building officials, building representatives, contractors, and the public about legal requirements, safety standards, best practices, and corrective actions.
- Conduct inspections, field checks, and reviews to uncover possible violations of applicable codes, regulations, and laws, such as zoning, nuisance, junkyards, and building code; investigate complaints, promote compliance with ordinances, regulations and safety standards; contact responsible individuals in person and in writing; perform follow-up investigations to see that remedial action has been taken; exercise appropriate judgement in prioritizing calls; communicate with other relevant agencies about inspections and dispositions of cases.
- Reviews construction plans and specifications for compliance with Boise County Unified Land Ordinance and other Federal, State, and County codes and regulations.
- Performs mathematical calculations in the review of construction plans.
- Generates accurate written record of plan reviews and inspections for the permanent county file.
- Represent Boise County as the local building inspector and code enforcement officer with members of the public and local officials.
- Assemble and prepare background information, documentation, and reports regarding noncompliance activities, code and ordinance violations, safety reviews, and licensure discrepancies.
- Assist the Boise County Prosecuting Attorney's Office in determining appropriate disposition of outstanding cases and in preparing cases for court action.
- Testify in court and in administrative hearings.
- Obtain and provide GPS coordinates for properties to dispatch at the Boise County Sheriff's Office.
- Provide administrative assistance for building permits and zoning and planning duties.

### **OTHER FUNCTIONS:**

- Analyze and make recommendations on policy development.
- Develop and implement effective public education strategies concerning the codes and ordinances.
- Perform other duties as assigned by the Planning and Zoning Administrator.

**REPORTING RELATIONSHIP:** Position reports directly to the Planning and Zoning Administrator.

## POSITION DESCRIPTION

### **NECESSARY SKILLS AND ABILITIES:**

- Must possess and maintain the following certification by the International Code Council (ICC): Building Plans Examiner; Residential Building Inspector.
- Obtain the following certifications within one (1) year of hire: ICC Residential Energy Code Plans Examiner/Inspector and maintain the same.
- Must know the principles and practices of investigation, and what evidence is necessary to prove violations in court.
- Must have public relations and speaking skills, written and verbal communications skills, and excellent customer service skills.
- Having a Basic Idaho POST certificate is desirable but not required.
- Must be able to maintain and update logs and reports in a neat and organized manner.
- Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities required for the job. Examples of such education includes an AA or BA degree in engineering, architecture, or building inspection technology. Examples of such work experience includes one year of experience as a building inspector and/or code enforcement officer.
- Must be able to walk over rough, uneven, rocky and potentially slippery terrain for extended distances.
- Must be able to climb ladders and stairs and/or move through crawl spaces to gain access to sections of the structure.
- Must possess or be able to obtain an unrestricted Idaho driver's license.
- Must be able to safely operate 4WD vehicles on narrow and primitive roads.
- Must be able to operate a GPS unit.
- Must be able to read maps and locate map details on the ground.
- Must be able to carry necessary equipment throughout a full day.
- Must be able to perform essential duties with or without reasonable accommodation, efficiently and accurately, without posing a threat to the safety or health of others and self.
- Must have a basic competence with Microsoft Office products.
- Must be able to operate geographic information system software.
- Must be able to work with minimal supervision.
- Must be able to operate a video camera, digital camera, laptop and desktop computers.
- Must be able to remain in a stationary position for long periods of time.
- Must be able to operate a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Must be able to move building materials weighing up to 50 pounds.
- Must be able to express or exchange ideas by means of the spoken word. Must be able to convey detailed or important spoken instructions to others accurately and quickly.
- Must be able to perceive the nature of sounds at normal speaking levels with or without correction, whether in person or over the phone. Must be able to receive detailed information through oral communication, and to make the discriminations in sound.
- Must pass a background investigation, a criminal records check.

*This job description is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the County reserves the right to change this job description and/or assign tasks for the employee to perform, as the County may deem appropriate.*