



**Job Title:** Certified Building Official  
**Department:** Physical Facilities & Maintenance  
**Reports To:** Physical Facilities Director  
**FLSA Status:** Exempt  
**Salary Schedule:** AA lane 01

### **SUMMARY**

The WCSD Certified Building Official shall ensure that all new construction projects undertaken by the school district meet or exceed the minimum standards as set forth in the building, fire, and life safety codes as adopted by the state of Utah.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Conducts a variety of construction inspections involving the building, plumbing, mechanical and electrical codes.

Writes inspection reports and correction notices clearly and precisely.

Coordinates with independent testing agencies for special inspections including structural steel, welding, masonry, and concrete testing.

Participates in the creation of standards for the construction of new district facilities.

Coordinates with the state fire marshal's office to obtain fire clearances as required.

Issues certificate of occupancies at the completion of construction projects after all code requirements are met.

Completes monthly inspection summary reports as required by the State.

Attends weekly project meetings.

Reviews RFP's for new construction projects and make recommendations to the selection committee.

Applies analytical and evaluative knowledge to recommend solutions to complex technical problems and issues.

Understands and ensures compliance with state and federal regulations, approves adjustments within authorized limits.

### **SUPERVISORY RESPONSIBILITIES**

This job has no direct supervisory responsibility.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of employees of the school district.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variable situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

#### **EDUCATION and/or EXPERIENCE**

Four year trade college graduate with Utah license(s) and/or equivalent combination of education and significant experience.

#### **CERTIFICATES, LICENSES, REGISTRATIONS**

Must have an active Utah Driver's License.

Must be a Certified Building Official and have and maintain (or obtain within 6 months of position start date) ICC Certifications in the following categories:

- International Building Code
- International Mechanical Code
- International Plumbing Code
- National Electrical Code
- Building Codes & Standards Module
- Legal Module
- Management Module

Must have and maintain (or obtain within 6 months of position start date) a Combination Inspector License issued by the State of Utah in the following categories:

- Commercial Combination Inspector
- Commercial Building Inspector
- Commercial Electrical Inspector
- Commercial Mechanical Inspector
- Commercial Plumbing Inspector

Must have and maintain (or obtain within 6 months of position start date) ICC Special Inspection Certifications in the following categories:

- Master of Special Inspection
- Structural Welding Special Inspector
- Structural Steel & Bolting Special Inspector
- Reinforced Concrete Special Inspector
- Structural Masonry Special Inspector
- Prestressed Concrete Special Inspector
- Spray Applied Fireproofing Special Inspector
- Soils Special Inspector

Any additional supplementary inspection certificates, such as Registered Stormwater Inspector (SWPPP/RSI), Certified Playground Safety Inspector (CPSI/NRP), etc. are desirable and will be given step placement consideration on the salary schedule.

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires considerable physical agility to inspect construction sites. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk or hear. The employee frequently is required to reach with hands and arms, use fingers and hands to handle, and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

This position requires exposure to adverse weather conditions and moderate hazardous conditions encountered at construction sites. This may also involve exposure to high-stress situations or environments including contact with contractors in confrontational or uncomfortable circumstances.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions and extreme heat. The employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, extreme cold, risk of electrical shock, and vibration. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

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| Prepared By: <b>Physical Facilities Director</b>        | Date: <b>01/19/2005</b> |
| Approved By: <b>Executive Director, Human Resources</b> | Date: <b>01/19/2005</b> |

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|---|--|-------------------------|
| <input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised | By: <b>HR Position Management Specialist</b> | Date: <b>07/09/2008</b> |
| <input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised | By: <b>Physical Facilities Director</b>      | Date: <b>03/24/2017</b> |
| <input type="checkbox"/> Review <input checked="" type="checkbox"/> Revised | By: <b>Physical Facilities Director</b>      | Date: <b>06/28/2021</b> |

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

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|---------------------|-------|
| Print Name:         | Date: |
| Employee Signature: |       |