



PLANNING & ZONING ADMINISTRATION

BUILDING • PLANNING • FLOODPLAIN
700 Bank Street, Suite 25, Wallace, Idaho 83873-2348
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Shoshone County Position Opening Building Inspector

Job Summary

The Building Inspector performs technical review and inspection of residential, commercial and agricultural properties and building & site plans, ensuring buildings are constructed in accordance with established codes and standards and compliance with all relevant building codes, zoning laws, and safety regulations. The Building Inspector also assists with investigations into code enforcement activities, including ensuring compliance with applicable ordinances, codes and regulations related to Shoshone County Code and adopted building codes.

This position is under general supervision of the Building Official and Planning Administrator, with latitude allowed for independent judgment in interpreting and enforcing building standards.

Essential Duties and Responsibilities

- Performs technical office review / approval of construction documents (i. e. plans, specifications, etc.) & performs inspections of new and existing buildings, structures and systems to ensure adherence with local & state codes, zoning regulations and applicable building codes, including but not limited to structural, health, fire safety and other applicable codes;
- Identify and document violations of building codes or zoning laws, issuing stop work orders, citations, or other enforcement actions, as necessary.
- Maintain accurate records of inspections, permits, violations and enforcement actions, including inspection reports and correspondence with affected parties on compliance efforts;
- Acts as a resource for contractors, public, design professionals and other interested parties on matters relating to code requirements, construction techniques & practices, permit processes and inspection procedures.
- Stay current with changes in building codes, regulations and construction practices through ongoing professional development and training;
- Work closely with other county departments, state, and local agencies to ensure coordinated enforcement of regulations.

Knowledge, Skills & Abilities

Knowledge of:

- Comprehensive knowledge of building and construction codes and related local & state codes/ordinances and zoning regulations;
- Principles, procedures, materials, methods and standard practices of building construction, including stages when inspections to detect violations and defects are most easily observed and corrected;
- Standard practices and procedures for field inspection;
- Knowledge of floodplain, site disturbance, stormwater/erosion sediment control;
- Principles of surveying, mapping, global positioning systems (GIS) and usage of aerial photography and satellite imagery.

Skills & Abilities:

- Excellent oral & written communication and interpersonal skills;
- Detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards during plan review and on-site inspection;
- Read and interpret complex construction plans, blueprints, designs, maps, diagrams, and related documents, including relating them to actual construction;
- Ability to calculate figures and amounts using fractions, decimals and percentages to apply concepts of basic algebra and geometry;
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form or from vague sources and references;
- Strong analytical, problem-solving, and decision-making skills with tact, discretion, initiative and sound judgment to reach appropriate conclusions;
- Prepare oral and written reports, maintain review, inspection and enforcement records and findings, documents, correspondence and related files and records;
- Ability to use as telephone and general office equipment and proficient with computers, various peripherals and relevant software (e.g., Microsoft Windows Office 10 Suite, Adobe) appropriate to assigned duties;
- Effectively communicate, establish and maintain working relationships with other employees, the public, developers, builders, customers, applicants, property owners, and other interested and affected parties, including difficult and sometimes adversarial circumstances;
- Deal with difficult people, upset applicants and resolve their issues within the confines of laws, rules, policies, and processes;
- Prioritize, work time, sequence, multi-task and research information to complete work assignments and meet deadlines with limited supervision and frequent interruptions;
- Maintain regular attendance;
- Operate a motor vehicle.

Qualifications:

Training & Experience

- High school diploma or equivalent required;
- Associates of Applied Science or higher or two (2) years technical training in construction management, construction technology or related fields;
- Four (4) years related construction experience or related profession; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications:

- Valid driver's license with acceptable driving record and be insurable **at time of hire**;
- ICC Residential Building Inspector Certification **within 6 months of hire date**;
- ICC Commercial Building Inspector Certification **within 12 months of hire date**.

All required licenses and certifications shall be maintained throughout employment.

Physical Requirements:

- Ability to perform inspections requiring walking, standing, bending, climbing ladders, working at heights; working in confined spaces; move through unfamiliar buildings; crawl around & under buildings, ditches & across steep and/or rough terrain;
- Sufficient speech, hearing or other communication ability to understand verbal instructions and effectively communicate in-person and by phone;
- Sufficient vision to comprehend written work instructions, technical documents, review plans & diagrams and inspect construction details;
- Ability to operate standard office equipment, including a personal computer;
- Ability to work in an office environment that requires sitting for extended periods of time and to perform field inspections at building sites;
- Ability to occasionally lift and move up to 50 pounds.

Working Conditions:

Work is primarily conducted in the field, with some office-based tasks; exposure to varying weather conditions and construction site hazards; occasional evening or weekend work may be required for inspections or emergencies.

Wage and Benefits:

This is a full-time position with a full benefits package that includes medical, dental, vision and PERSI retirement. Position starts at \$22.69/hr to \$30.00/hr. depending on experience and certification; benefits information available on Shoshone County's website: <https://shoshonecounty.id.gov/county-employees/>.

Application Process:

Interested candidates: Please submit a completed application, resume, and cover letter to Shoshone County Planning & Zoning Department, 700 Bank Street, Suite 25, Wallace, ID 83873 or via email to pz@co.shoshone.id.us. The required application form may be obtained from Shoshone County's website: <https://shoshonecounty.id.gov/wp-content/uploads/2021/11/Job-Application.pdf> or picked up at the County Clerk's office.

Applications are accepted until the position is filled.

Please call 208-752-8891 with any questions.

Shoshone County, Idaho is an Equal Opportunity Employer
