

NOTICE OF JOB OPENING

LEMHI COUNTY

OFFICE MANAGER / BUILDING INSPECTOR

Resumes will be accepted until filled at the Lemhi County Clerk's Office. They can also be emailed to [clerk@lemhicountyidaho.org](mailto:clerk@lemhicountyidaho.org). The full time (40 hours per week) position will start as soon as possible.

Beginning salary will be between \$18.00 and \$20.00 per hour depending on experience and certifications. Wage increase after each certification. The county provides health insurance coverage for the employee. The employee may purchase dental, vision, and family health coverage through the cafeteria plan. The county also participates in Public Employee Retirement and offers Vacation and Sick Leave.

See Attached Job Description

Lemhi County is an equal opportunity employer and all selection of Lemhi County employees will be made without regard to race or religion, sex, age or national origin.

Lemhi County will accord a preference to employment of veterans of the U.S. Armed Services in accord with provisions of Idaho Code Title 65, Chapter 5 or its successor.



## **LEMHI COUNTY**

**Class Title: Office Assistant /  
Building Inspector**

**FLSA Designation:**

### **Purpose of Class/Primary Function**

The primary function of an employee in this class is to perform building inspections and review of building and site plans and design and construction documents to ensure compliance with County planning and development ordinances and building codes. A building inspector/office assistant shall perform on-site building inspections to ensure compliance with County, State, and other applicable building codes. Work is performed independently under the general supervision of the Building Official. The principal duties of this class are performed in a public building environment and outdoors and may include exposure to adverse weather conditions.

### **Essential Duties and Responsibilities (will vary by assignment)**

- Performs technical review of permit applications and building plans for compliance with codes, ordinances and related laws and regulations;
- Provides information to the public, developers, contractors, architects, owners, and other interested and affected parties on planning, zoning, and building standards, ordinances, and building codes;
- Processes and issues building, floodplain and development permit applications;
- May perform field inspections of building, HVAC zoning, subdivision, and development ordinance and code enforcement and compliance;
- Maintains and updates files of application, submittal, and review records and related correspondence and documents, setting priorities and ensuring timely processing, and presents oral and written reports as requested;
- May enter data, maintains and update GIS and/or E-911 database; enters data and updates address records;
- May prepare and distribute notices;
- May prepare agendas and minutes of Planning and Zoning meetings;
- Responds to a variety of calls.

### **Other Duties and Responsibilities**

- Perform other related duties as required by the Building Official.

### **Expectations for All Employees**

- Works well under pressure and maintains a calm and professional demeanor under stressful and adversarial conditions;
- Recognizes and analyzes a problem, identifies causes, creates possible solutions and constructs a logical path for resolution and implementation;
- Consistently demonstrates a positive and cooperative attitude when working with fellow employees to accomplish duties required of the department and the County;

- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Performs exceptional customer service, answering correspondence and responding to telephone calls and e-mails in a courteous and timely manner; prepares and generates reports as needed;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Works cooperatively with all County departments and fills in or cross-trains with other positions as necessary;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

### **Competency Requirements**

Knowledge of:

- Building construction, material, and methods; design practices and construction methods of materials for residential and commercial structures
- Principles, procedures, objectives, and standard practices of County planning, zoning, and building functions;
- Standard practices and procedures for plan, permit, and license application review, evaluation, and approval, including documentation;
- Standard practices and procedures for field inspection.

Ability to:

- Read and interpret legal and property descriptions, ordinance and code documents, technical and instructional documents, and building plans, blueprints, and diagrams;
- Operate a motor vehicle;
- Prepare oral and written reports and maintain review, inspection, and enforcement records and findings, documents, correspondence, and related files and records;
- Read and understand building construction plans and specifications;
- Estimate accurate project value and issue appropriate permits;
- Maintain strict confidentiality and impartiality;
- Tactfully explain guidelines, regulations and policies;
- Establish and maintain effective working relationships with property owners, contractors, developers, consultants permit applicants and the public;
- Prepare accurate and reliable reports;
- Communicate information and ideas in speaking and writing so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Understand and follow oral and/or written policies, procedures and instructions.
- Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;

- Perform time management and scheduling functions, meet deadlines and set priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required, preferably supplemented with continued education in building construction and/or inspection technology; and
- International Code Council Residential Building Inspectors Certification within 60 days of hire unless extended by the BOCC; and International Code Council Commercial Building Inspectors Certification and Mechanical Inspectors Certification within 6 months of hire; and
- Idaho State Valid Driver's License; and/or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate with others in person and by telephone;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, review technical documents, blueprints, and diagrams, and move across rough terrain;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, including a personal computer, make adjustments to equipment, and operate a motor vehicle;
- Sufficient personal mobility, flexibility, strength, agility, and balance, with or without reasonable accommodation, to work in an office environment and perform field inspections as required.

### **Additional Physical Abilities**

- The building inspector must occasionally lift/carry up to 75lbs. The noise level is occasionally moderate but includes an environment of building construction and is occasionally very loud. Specific vision abilities required by this classification include close vision, distance vision, depth perception and ability to adjust focus, conduct research and inspect materials. Sufficient clarity of speech and hearing abilities required by this classification include those which permit the employee to discern verbal instructions, communicated effectively in person, by telephone or electronic mail. Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach and grasp; ability to maneuver uneven terrain; climb ladders and walk on framed structures; and crawl in confined spaces.