



CITY OF MONTICELLO

JOB DESCRIPTION

JOB TITLE: Building Inspector

Pay: \$35.00-\$45.00 DOE

DEPARTMENT: Building / Planning & Zoning

Status: Part Time

SUPERVISOR: Building Official

Revised: March 2025

Job Title: Part-Time Building Inspector

Position Overview: We are seeking a qualified and detail-oriented Part-Time Building Inspector to assist with building inspections and plan reviews for residential, commercial, and industrial projects within Monticello City. This position ensures that all construction activities adhere to the relevant local, state, and international building codes, specifically the International Building Codes (IBC). The ideal candidate will work independently, reviewing building plans, conducting site inspections, and providing expert guidance to contractors, developers, and the public. The role offers flexible working hours, ranging from 5 to 40 hours per month, depending on project needs.

Key Responsibilities:

- **Plan Review:** Review construction plans and building permit applications for residential, commercial, and industrial projects to ensure compliance with the International Building Codes (IBC), local zoning laws, and safety regulations. Complete application reviews must be conducted within 14 calendar days.
- **Inspections:** Conduct on-site inspections at various stages of construction, alteration, and repair, ensuring that all work complies with the approved plans and current building codes.
- **Public Interaction:** Provide guidance to contractors, developers, and the public on building codes and regulations, helping them understand how to bring projects into compliance.
- **Documentation:** Maintain accurate records of inspections, plan reviews, and all related communications. Ensure proper documentation of permit applications, assessments, and fee schedules.
- **Collaboration:** Work closely with the Planning & Zoning Administrator on applications, fee assessments, and reports of inspections in a timely manner.
- **Continuous Education:** Stay informed about updates to building codes and regulations, ensuring ongoing professional development and knowledge of best practices.
- **Compliance:** Maintain compliance with all state building inspection and plan review timelines.

Qualifications:

- **Experience:** At least 3 years of experience in building inspections, plan review, planning & zoning, or construction-related fields. Additional years of experience in building code enforcement or related education are a plus.
- **Certification:** Certification as a Building Inspector (ICC or equivalent) is required including all residential certifications, commercial certifications are preferred. Candidates with relevant experience and a willingness to obtain commercial certifications within a specified timeframe will be considered.

- **Knowledge:** Strong understanding of the International Building Codes (IBC), construction methods, and zoning regulations.
- **Skills:** Excellent written and verbal communication skills, with the ability to explain complex code-related matters to contractors and the public in a clear and understandable manner.

Work Schedule: This part-time position requires a flexible commitment of 5 to 40 hours per month, depending on workload and project demands. Hours will be adjusted based on the number of inspections and reviews required.

Compensation:

- Competitive hourly rate \$35.00- \$45.00 DOE based on experience and qualifications.
- Per Diem \$200 a month to cover one hour of administrative consultation and incidentals related to the job. (computer, cellphone, continuing education, etc.)
- Payment for time spent on both plan reviews and inspections.
- Recertification costs can be negotiated.

How to Apply: Interested candidates should submit the following:

1. A Monticello City job application.
2. A brief cover letter expressing interest and qualifications for the role.
3. A resume outlining relevant experience and certifications.
4. Copies of all current certifications.
5. Any professional references or past work examples (optional).

Work environment and physical demands: Work is performed inside and outdoors. Tasks may entail muscular strain such as walking, standing, stooping, sitting, reaching, kneeling, twisting, bending, and lifting up to 50lbs. Talking, hearing, and seeing are essential to performing job requirements. Work hazards include, but are not limited to, the risk of bodily injury.

Schedule: This is a part-time position. Will occasionally require weekends and/or holiday work, to be in compliance with the state code.

Application Deadline: April 18th, 2025, at 12:00 p.m. in person and 5:00 p.m. online.

Contact Information: For any questions, please contact Melissa Gill – Human Resources at melissa@monticelloutah.org or by phone (435)587-2271 ext:12