



**BINGHAM COUNTY**  
Is Recruiting for the Position of  
**BUILDING INSPECTOR**  
***May 21<sup>st</sup> 2025***

**Salary: If Applying for N19 position, salary range: \$42,889.60 - \$62,931.39**

**If Applying for N20 position, salary range: \$44,137.60 - \$64,762.57**

**Full time - County Benefits Included:**

**Including 13 Paid Holidays/6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)**

**Closing Date: Open Until Filled**

**Pay Grade: N19, N20\***  
(see Special Qualifications Section)

FLSA Designation: Non-Exempt

**Purpose Of Class/Primary Function**

The principal function of an employee in this class is to perform technical structural site plan reviews, preliminary plan reviews of construction documents and conduct on-site inspections to ensure compliance with County ordinances and state and other applicable building codes. This is a journey level inspector position. The work is performed under the general supervision of the Planning & Development Director and direct supervision of the Building Official, with considerable latitude allowed for independent judgment and initiative. The principal duties of this class are performed in general office and field environments and include exposure to adverse weather conditions. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

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

- Performs technical review of permit applications, building plans, and specifications for compliance with building codes, ordinances and related laws and regulations;
- Performs on-site building inspections before, during, and after construction for compliance with County and other applicable building codes, including but not limited to structural, mechanical, health, life safety, fire safety, and other applicable building and zoning codes for residential construction and may include commercial and/or public facility construction projects;
- Maintains accurate records to document inspection results, test results, and additional details pertaining to inspections in permitting software. Documentation may include violations and all records including inspection reports and correspondence with affected parties on compliance efforts;
- Issues Stop Work orders, as needed;
- Investigates hazardous or illegal conditions;
- Responds to complaints and performs inspections on existing buildings for code compliance or violations;
- Maintains records, logs, reports, databases, statistics, and documentation of inspections;

- Prepares and presents periodic reports;
- Presents testimony and evidence in reviews, hearings, and court cases;
- Provides information to contractors, public, design professionals and other interested parties on matters relating to code requirements and construction techniques and practices;
- Authorizes Certificates of Occupancy following all required inspections;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **Other Duties and Responsibilities**

- Performs other related duties as required.

### **Competency Requirements**

Knowledge of:

- Principles, techniques, procedures, building methods and materials (including kinds of materials to meet code specifications), and standard practices of building construction, including stages when inspections to detect violations and defects are most easily observed and corrected;
- County and other applicable building and construction codes, including but not limited to, structural, mechanical, electrical, plumbing, health, life safety, fire safety, and other applicable building codes;
- Standard practices and procedures for field inspections;  
County planning, zoning, subdivision, floodplain, and related development codes and ordinance awareness.

Ability to:

- Read and interpret complex construction plans, engineered and architectural design plans, blueprints, maps, diagrams, and related documents, including relating them to actual construction;
- Apply consistent application of the International Building Code, International Residential Code, and International Energy Code as instructed by the Building Official;
- Detect and suggest corrections to inferior or deficient design, workmanship, materials and other hazards in an on-site inspection;
- 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;
- Understand and follow oral and/or written policies, procedures and instructions;
- Operate standard office equipment, including a personal computer using program applications appropriate to assigned duties;
- Communicate effectively, both orally and in writing, and establish and maintain positive working relationships with other employees, the public, developers and builders, customers, applicants, property owners, and other interested and affected parties, including in difficult and sometimes adversarial circumstances;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- 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 time management and scheduling functions, meet deadlines and set project priorities;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

- High school diploma or GED equivalency is required and technical degree in construction management or a related field is preferred;
- Two (2) years construction management, building construction industry, or inspection experience is required. Municipal/County inspection experience strongly preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Special Qualifications**

- International Code Council (ICC) Residential Building Inspector certification is required within six (6) months of appointment and must remain valid throughout the course of employment;
- \*ICC Mechanical Inspection Certification: The successful candidate will be hired at Salary Grade N20 if already in possession of this certification; if not in possession of this certification upon appointment, the starting Salary Grade will be N19, increasing (with concurrent, acceptable job performance) to Salary Grade N20 upon attainment of the certification; once attained, the certification must remain valid throughout the course of employment.
- Idaho driver's license is required.

### **Essential Physical Abilities**

- Sufficient clarity of speech and hearing, which permits the employee to discern verbal instructions and communicate effectively with others in person, via telephone, fax, and other standard electronic means;
- Sufficient visual acuity, which permits the employee to comprehend written work instructions, technical documents, review plans and diagrams, and maneuver through unfamiliar buildings;
- Sufficient manual dexterity, which permits the employee to operate standard office equipment, including a personal computer, and a motor vehicle;
- Sufficient personal mobility, flexibility, strength, and agility to work in an office environment that requires sitting for long periods of time and to perform field inspections at building sites that may require climbing ladders, crawling around and under buildings, and in ditches and trenches.
- Jobs in this class require, lifting or moving up to 25 pounds frequently and up to 50 pounds occasionally. The employee is regularly required to stand; sit; climb and stand on ladders, kneel, crouch, stoop, bend, reach, and maneuver over rough, uneven or steep terrain while performing inspections. The employee is frequently required to use hands to operate manual and power tools and office equipment; to handle or feel; to reach with hands and arms; and to climb or balance.

### **Benefits**

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website:

[www.binghamid.gov](http://www.binghamid.gov), then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will be directed to our Benefits page.

### **How to Apply**

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: [www.binghamid.gov](http://www.binghamid.gov). When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: [lpope@binghamid.gov](mailto:lpope@binghamid.gov) by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Human Resources will notarize this page for you.

### **Items that must be attached to the Application**

Valid Idaho Driver's License
Resume

***If your application is not complete or doesn't have the required documentation, you will not be considered for this job posting***