



Job Posting: Building Official

Posted: April 1, 2026

Job Title: Building Official
Location: Bluff, Utah
Job Type: Part-Time, Flexible Work Hours
Reports to: Town Manager

Overview:

The Building Official ensures that all construction within the Town of Bluff (Town) complies with applicable codes, ordinances, and safety standards while supporting responsible development in a small, rural community. The Building Official performs plan reviews, inspections, and code interpretations, issue building permits and certificates of completion, and provides technical guidance to staff, contractors, and the public. The role requires independent judgment, strong communication skills, and the ability to balance regulatory enforcement with customer service in a community-oriented environment.

Key Responsibilities:

- Conduct site plan and construction plan reviews for compliance with applicable regulations.
- Determine required inspections and perform field inspections of construction and renovation projects.
- Review, approve, and issue building permits within fourteen days of receipt of a completed application, in accordance with Town ordinances and State of Utah building code.
- Issue Certificates of Occupancy and final approvals for completed projects.
- Interpret and enforce building codes as adopted under the current Utah State Building Code.
- Issue stop-work orders, correction notices, and code enforcement actions, as necessary in relevance to building within the Town of Bluff.
- Collaborate with Bluff Building Permit Technician to efficiently manage building permit applications and questions from the public.
- Communicate and transfer accurate records to the Building Permit Technician including inspection records and code enforcement activity documentation in a timely manner.
- Provide guidance and information to contractors, property owners, and the public in a professional and timely manner.
- Coordinate with the Town Manager, Town Council, and Planning and Zoning Commission, and attend meetings, as needed.

Typical Workload & Service Expectations

The Building Official position is structured as a part-time role with a variable workload that fluctuates based on construction activity, seasonal trends, and development patterns within the Town.

- Remote work is encouraged for most administrative duties; however, in-person site visits and inspections are essential functions of the position.
- Average workload is expected to range from 10–20 hours per month, depending on permit volume and active projects. The role emphasizes efficiency, consistency, and responsiveness rather than fixed hours.

- The position requires frequent, regular communication with the Permit Technician and town administrative staff.

Minimum Qualifications (State of Utah Requirements)

Applicants must meet **Utah State Building Official requirements**, including:

- **Eight (8) ICC Certifications**, including:
 - Four (4) residential certifications
 - Four (4) commercial certifications
- **Minimum six (6) years of experience** in construction, inspection, plans examination, or a related field

AND one of the following:

- ICC Certified Building Official (CBO) designation
- Associate's or Bachelor's degree in a related field (construction management, engineering, architecture, etc.)
- Completion of the Utah Association of Building Officials (UABO) 40-hour management course.

OR

- Ability to obtain the required certification(s) within **90 calendar days of hire**

Preferred Qualifications

- Experience working as a Building Official, Inspector, or Plans Examiner in a municipal setting.
- Familiarity with Utah State construction codes and rural development challenges.
- Strong customer service and conflict resolution skills.
- Experience working with small communities, elected officials, and volunteer boards.
- Ability to work independently with minimal supervision.

Knowledge, Skills, and Abilities

- Thorough knowledge of adopted International Codes and Utah amendments
- Ability to interpret and apply regulations consistently and fairly
- Strong written and verbal communication skills
- Ability to manage multiple projects and deadlines
- Competency in recordkeeping, reporting, and basic computer systems
- Sound judgment and decision-making in enforcement situations

Compensation

- Salary Range: \$9,000 - \$16,000 annually
- Approximate Monthly Hours: 10 – 30, based on seasonality, flexible.
- Opportunity for continuing education and professional development, subject to municipal budget approval.

How to Apply:

Interested candidates should submit a resume outlining their qualifications via email to manager@townofbluffutah.gov by Sunday, April 12, 2026, at 11:59 PM.

The Town of Bluff is an equal opportunity employer and does not engage in unlawful discrimination on the basis of race, color, national origin, sex, age, or disability with respect to employment, Town services, programs, and activities, or functions.