



TOWN OF DEWEY-HUMBOLDT
P.O. BOX 69
HUMBOLDT, AZ 86329
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www.dhaz.gov

JOB DESCRIPTION

Town Building Official/Inspector

BACKGROUND: The Town of Dewey-Humboldt is an historic farming and mining community with a population of 4,326 people (2020 Census) and is situated at an elevation of about 4500 feet. The Town is located 7 miles southeast of Prescott Valley in Yavapai County and 60 miles north of metro Phoenix. The Town is seeking an experienced individual to lead its Building functions. Candidates must possess a current ICC Combination Inspector or ICC Combination Plans Examiner certification. The building activity is mostly residential and is such that one qualified person can manage both the Building Official and Inspector functions.

A. JOB OBJECTIVES

Manages, coordinates and conducts plan review, inspections, and permit administration. Interprets and enforces building codes, compiles statistical information of building functions.

B. SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Town Manager or his/her designee. Facilitates administration with the Administrative Assistant, the Community Development Coordinator and the Public Works Supervisor.

C. POSITION ACCOUNTABILITIES

Manages program operations by developing, interpreting and implementing policies, providing general direction to staff on implementation of procedures involved in the building plan review, building inspections, and permit issuance. Interprets building codes by researching codes and related material, consulting with owners, designers, staff and plan review consultants, and resolving issues as needed. Implementing building codes by performing plan review, building inspections, permit issuance and enforcement process.

D. CRITICAL SKILLS/EXPERTISE/CERTIFICATION

D.1 Knowledge of:

Work requires a comprehensive, practical knowledge of building codes, plan review techniques, project management and organization management with use of analytical judgment and decision-making abilities appropriate to the work environment of the Town.

D.2 Ability to:

Maintain professional status through memberships in professional organizations, literature review, and specialized courses.

E. Experience and Training:

Any combination of experience and training that would likely provide the required knowledge. Appropriate ICC Certification mandatory.

F. ADDITIONAL REQUIREMENTS

F.1 Physical Requirements:

Exerting up to 20 pounds of force occasionally and 30 or more pounds of force infrequently. The use of arms and/or leg controls requires exertion of forces greater than that for sedentary work, and medium to heavy work may be involved to carry out inspection supervision.

F.2 Work Environment:

Position is typically office or administrative work and field inspections.

F.3 License or Certificate:

Possession of a valid Arizona Driver's License; ICC Combination Inspector and ICC Combination Plans Examiner.

FLSA Status: Non-exempt. Full-time.

Reports to: Town Manager

Salary Range: \$30–35 per hour depending on experience, with full-time benefit package consisting of vacation and sick time and 457 retirement plan.

Application Process: Submit letter of interest and resume to the Town Manager, PO Box 69, Humboldt, AZ 86329, electronic submissions to HR@dhaz.gov. Responses will be kept confidential. Position open until filled.