

City of St. Helens

Job Title: BUILDING INSPECTOR
Department: Community Development
FLSA Status: ~~Non-Exempt~~
Union: Yes
Date Revised: ~~September XX~~October XX, 2020

Commented [AJ1]: I believe that Non-Exempt is the correct FLSA status for this classification.

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building inspection work to ensure Oregon State Building Code and other related codes and standards are met.

SUPERVISION RECEIVED

Works under the general supervision of the Building Official.

SUPERVISION EXERCISED

None ~~generally~~. May ~~exercise supervision~~provide training/orientation to or schedule/assign work to ~~over~~ part-time, temporary, or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs a variety of technical duties in support of the City's building inspection and plans examination functions.
- Enforces building related codes, including Oregon Structural Specialty Code, Oregon Residential Specialty Code, Oregon Plumbing Specialty code, Oregon Mechanical Specialty Code, Oregon Energy Efficiency Specialty Code, and local codes such as grading, filling, and zoning, etc. Issues correction notices and citations as appropriate.
- Conducts building inspections during all phases of construction, alteration, and repair. ~~Enforces~~ Enforces compliance with applicable codes.
- Maintains records of building and inspection activity and completes related reports. Issues certificates and permits as appropriate.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction, and code compliance. Responds to complex and sensitive building issues.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone, or in writing. Maintains records and documents of customer service issues and resolutions.
- Assists Building Official with complaints and municipal code enforcement matters.
- Performs the duties of a structural plans examiner, or mechanical, plumbing, inspector as needed and qualified.
- Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.

- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.
- Assists the Board of Appeals as needed and ~~providing~~ provides required information.
- Stays abreast of new trends and innovations in the field of building technologies, inspections, and code enforcement.
- Reviews proposed subdivisions for code compliance.

MINIMUM QUALIFICATIONS

Education and Experience:

- Graduation from high school or GED equivalent, and
- Possession of a valid State of Oregon driver's license, and
- Four years of experience in general construction and related fields, or any equivalent combination of education and experience deemed acceptable.

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Necessary knowledge, Skills and Abilities:

- Thorough knowledge of Oregon Residential Specialty Code and general construction codes; considerable knowledge in carpentry work, cement work, and skill in applying knowledge of adopted building codes and land use applications.
- Skill in the operation of the listed tools and equipment for the position.
- Ability to work well with the public, contractors, co-workers.
- Ability to read and understand complicated plans and blueprints.
- Ability to communicate effectively orally and in writing.

Building Inspector – Inspector I

In addition to the Minimum Qualifications, a Building Inspector I shall ~~have~~ possess or ~~have~~ the ability to obtain, prior to first day of employment, all of the following:

- Possession of appropriate, valid Oregon Inspector Certification.
- State of Oregon Residential Structural Inspector Certification.
- State of Oregon Residential Plans Examiner Certification.
- Possession of, or ability to obtain within one year, State of Oregon Residential Plumbing Inspector Certification.

Building Inspector II

In addition to the Building Inspector I qualifications, a Building Inspector II shall have two years of increasingly responsible building inspection experience and ~~have~~ possess all of or the ability to obtain prior to first day of employment the following:

- State of Oregon A-level Structural Inspector Certification and State of Oregon A-level Mechanical Inspector Certification.
- ~~State of Oregon Fire and Life Safety Certification and State of Oregon A-level Plans Examiner Certification; and~~

- ~~State of Oregon A-level Structural Inspector Certification and State of Oregon A-level Mechanical Inspector Certification~~ State of Oregon Fire and Life Safety Certification and State of Oregon A-level Plans Examiner Certification; eOR, f
- State of Oregon A-Level Plumbing inspector Certification in conjunction with one of the certification combinations above.

TOOLS AND EQUIPMENT USED

Computer, including word processing and permitting software; motor vehicle; 10-key calculator; portable radio; phone; tablet; flashlight; ladder or scaffolding; tape measure. Appropriate safety equipment and PPE for field tasks.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk and hear.

The employee must occasionally lift and/or move up to 5025 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to read building plans and specifications.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee will work in both an office and construction site settings ~~the employee occasionally works in outside weather conditions.~~ The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles. The field environment includes travel from site to site; inspect in confined areas; exposure to noise, dust, grease, smoke, fumes, and gases. The office setting will require hand-eye coordination necessary to operate computers and office equipment.

Commented [AJ2]: Can you define how often "occasional" is? Approximate % outdoors vs. indoors?

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Building Inspector job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

