

**BUILDING OFFICIAL
POSITION DESCRIPTION**

Department:	Economic & Community Development	Location:	City Hall
Date:	September 2024	Overtime:	Exempt
Salary Range:	DH1	Job Group:	MGMT

GENERAL PURPOSE

The Building Official is the supervisor of the Building Division within the Economic and Community Development Department. The Building Official administers the City's Building Division program, supervises division personnel involved in building inspection and code enforcement, and makes final interpretations of the Oregon Specialty Codes, other applicable state codes, and City ordinances related to building department activities. The Building Official also coordinates building permit and plan review processes within and between city departments and is the certified designee for the city as it relates to State of Oregon requirements for building program assumption.

SUPERVISION RECEIVED

Works under the general supervision of the Economic and Community Development Director.

SUPERVISION EXERCISED

Exercises supervision over the building inspectors/plans examiners, planning staff, other part-time or temporary staff and serves as the department head in the absence of the Economic and Community Development Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs a variety of routine and complex technical work in building and code inspection to ensure that the Building, Mechanical, Plumbing, Fire and other related codes and standards as adopted by the State of Oregon are met for new construction. Plans, organizes and directs all activities within the Building division, which includes management of the Building Inspection Program and construction related plan review.

Reviews and maintains the Building Division's Operating Plan with related policies and procedures

Enforces building related state adopted codes, including Oregon Structural Specialty Code, Oregon Residential Specialty Code, Oregon Manufactured Dwelling Installation Specialty Code, Oregon Mechanical Specialty Code, Oregon Fire Code, and Oregon Plumbing Specialty Code as they relate to new and existing construction. Assists in the enforcement of local codes such as nuisance, clearing, grading, filling, and zoning and issues correction notices and stop work orders when appropriate.

At the direction of the Economic and Community Development Director, implements Council, organizational, and departmental goals and objectives.

Acts as the primary plans examiner for all major projects. Performs on site inspections for all stages of construction as needed. Serves as point of contact between City departments on major projects.

Maintains records of inspection activity and completes related reports. Issues permits and certificates of occupancy 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.

Recommends annual and long range division budget projections to the Economic and Community Development Director, manages expenses, and monitors revenues.

Supervises staff and may perform personnel duties such as selection, discipline, and performance evaluations. Ensures that the division has the appropriate certifications among staff.

Provides technical interpretations and judgements on construction and development issues.

May work with contractors to obtain services in building or maintaining City property.

Performs other duties as assigned.

PERIPHERAL DUTIES

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.

May represent the Department before various committees, commissions, community groups and the public at the local and state levels.

Devises, implements, and monitors technical training programs for the Division.

Serves as point of contact between department and State e-permitting team.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Graduation from high school or GED equivalent and,
- (B) Graduation from an accredited College with an Associates Degree in Building Inspection Technology or four (4) years of experience in general construction and related fields, or
- (C) Any equivalent combination of education and experience that insures the ability to perform the work.
- (D) Supervisory experience is preferred, but not required.

Necessary knowledge, Skills and Abilities:

- (A) Thorough knowledge of building and general construction codes. Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of national building codes, zoning and land use applications.
- (B) Skill in the operation of the listed equipment.

- (C) Ability to work well with the public and with local contractors; ability to read and understand complicated plans and blueprints; ability to communicate effectively orally and in writing.

SPECIAL REQUIREMENTS

- (A) Must possess a valid Oregon driver's license, or have the ability to obtain one by the start of employment.
- (B) Must possess the following State of Oregon certifications:
State of Oregon or International Code Council (ICC) Building Official; State of Oregon or ICC Commercial Plans Examiner; State of Oregon or ICC Fire Plans Examiner.
- (C) Must possess six or more of the following State of Oregon certifications: State of Oregon A level Structural Inspector; State of Oregon A level Mechanical Inspector;; State of Oregon ATC 20 Inspector; State of Oregon One and Two Family Structural Inspector; State of Oregon One and Two Family Mechanical Inspector; State of Oregon One and Two Family Plumbing Inspector; State of Oregon One and Two Family Plans Examiner; State of Oregon Manufactured Structures Inspector; State of Oregon Pre-Fab Inspector.

TOOLS AND EQUIPMENT USED

Laptop and personal computer, including word processing, spreadsheets, and permitting software; motor vehicle; 10 key calculator; cellular and desk phone; ladder or scaffolding; tape measure.

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.

Outdoor work is required in the inspection of various land use developments or construction sites. Hand-eye coordination is necessary to operate computers, various pieces of office equipment and measuring equipment in the field.

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 or hear.

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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.

While performing the duties of this job, the employee 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 noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

SELECTION GUIDELINES

Formal application, rating of education and experience, oral interview, reference check, criminal history background check, job related tests may be required.

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.