



Building Inspector I Building Inspector II Building Inspector III

General Information

Classification Code:	BLDSPC
Effective Date:	7/1/2011
Pay Grade:	B23 – B25
FLSA Status:	Non-Exempt

Position Summary

The Building Inspector position performs inspections and reviews plans of new and existing buildings to determine compliance with the Building and/or Housing Code and approved construction plans. Provides technical assistance to customers in person and on the phone to answer building related questions. Performs other duties of a similar nature.

Classification Characteristics

Code Enforcement Specialist is a broad classification responsible for performing specialized code compliance and inspection duties in support of an assigned area that generally requires advanced technical training and/or experience.

Building Inspector I – is the entry level class in the series and performs inspections and reviews plans of residential and accessory structures for compliance with the state of Oregon Residential building, mechanical, electrical and plumbing specialty codes and other applicable state and city codes and ordinances. The Residential Inspector inspects the construction of a variety of residential structures for compliance with federal, state, and local codes. Investigates safety issues, enforces regulations, and provides technical information.

Building Inspector II – is the journey level class in the series and performs inspections and reviews plans of residential, commercial, and accessory buildings for compliance with State of Oregon structural, mechanical, plumbing, electrical and residential specialty codes and other applicable state and city ordinances. Incumbents in this class may specialize as electrical, plumbing, or structural / mechanical inspectors.

Building Inspector III – is the advanced journey level and performs the most complex and technical plan review and inspection activities for residential, commercial, and industrial structures. Investigates complaints and violations in the field; resolves sensitive or complex inquiries, problems or complaints including disputes regarding code interpretation and responds to the most complex public inquiries, complaints, and legal requests. May act as Building Official in their absence. This position has no supervisory responsibilities; however, may schedule work and staff assignments providing direction and monitoring of work and training activities to lower-level staff.

Progression between levels is dependent upon acquiring and maintaining required certifications.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

- 1 Inspects new and existing residential, commercial, and industrial structures for compliance with City and State of Oregon building structural, electrical, plumbing, and /or mechanical specialty codes, other applicable construction and safety codes, and related City ordinances and regulations.

Essential Duties	
2	Inspects health and safety complaints and violations as necessary including fire damaged buildings; determines required repairs or replacement. Investigates license violations and compliance. Notifies contractors and homeowners of violations; issues stop work orders based on refusals to comply with applicable codes.
3	Organizes, prepares, and maintains accurate records of inspection and plan review activities utilizing the city's designated computer program. Writes letters regarding compliance on specific issues and completes other written reports and records as necessary. prepares reports, letters, corrections notices, and other correspondence.
4	Meets with contractors and builders in the field for on-site plan review and code interpretation; writes and issues correction notices as required. Follows-up to ensure situations are corrected.
5	Reads and interprets construction blueprints to ensure compliance with approved plans and specifications. Enforces engineering, development codes and public works standards requirements such as sidewalks, setbacks, drainage, etc.
6	Participates in maintenance of technical library on codes, building materials and other related subjects.
7	Coordinates plan review and inspection activities with other personnel in other City departments as necessary. Maintains effective and collaborative working relationships with other inspectors, city staff, contractors, and the public.
8	Reviews residential building plans to ensure that mechanical, structural, life-safety, and disabled requirements comply with the Oregon Specialty Codes and other applicable codes and standards. Gathers necessary supporting documentation and determines cost estimates for permits.
9	Inspect buildings, wiring, plumbing, electrical circuits, sewers, heating systems, or foundations during and after construction for structural quality, general safety, or conformance to specifications and codes.
10	Assists contractors, builders, architects, homeowners, and the general public by phone and in person with questions concerning the application and interpretation and intent of codes, related procedures, and how to achieve code compliance. Provides code interpretation to the code enforcement division and alerts the code enforcement division to potential violations.
11	Issues minor plumbing, mechanical, and electrical permits over the counter; routes other plans to appropriate staff. Provides information regarding the permit process. Accepts applications for permits; assists customers in completing permit applications.
12	Performs other duties of a similar nature or level.

Functional Specific Responsibilities
N/A

Qualifications
Minimum Qualifications: <ul style="list-style-type: none"> • <u>Building Inspector I</u> – Associate Degree or two-year technical certificate relevant to area of assignment and 0-2 years of experience in building inspection or related field. • <u>Building Inspector II</u> – Associate Degree or two-year technical certificate relevant to area of assignment and 2-5 years of progressively responsible experience in building inspection or related field. • <u>Building Inspector III</u> – Associate Degree or two-year technical certificate relevant to area of assignment and 5-8 years of progressively experience in building inspection or related field.
Licensing/Certifications: <ul style="list-style-type: none"> • Valid Oregon driver's license at time of appointment. • Oregon Inspectors Certification (OIC) or ability to obtain within 90 days of appointment. • Additional certifications required based on level.

Qualifications

Building Inspector I – The following certifications are required:

- Multi-certification from the State of Oregon in Residential Specialty Code; OR
- Certification from the State of Oregon or International Code Council (ICC) as a Structural Inspector.

Building Inspector II – Along with the certifications required at level I, the following certifications are required depending on specialization:

- **STRUCTURAL/MECHANICAL INSPECTORS**
 - Oregon Residential Structural Inspector (CAS) or ICC Residential Building Inspector (ICC B1) and ICC Residential Mechanical Inspector (ICC M1)
 - Oregon Structural Inspector A-Level (SIA) or ICC Commercial Building Inspector (ICC B2)
 - Oregon Mechanical Inspector A-Level (MIA) or ICC Commercial Mechanical Inspector (ICC M2)
 - Required within 6 months of hire: Oregon Structural Plans Examiner A-Level (PEA) or ICC Building Plans Examiner (ICC B3), or ICC Residential Plans Examiner (ICC R3)
- **PLUMBING INSPECTORS**
 - Oregon Plumbing Specialty Code Inspector (PI) or ICC Commercial Plumbing Inspector (P2)
 - Oregon Residential Plumbing Inspector (CAP) or ICC Residential Plumbing Inspector (P1)
 - As an alternate path to holding certifications at time of hire, possess an Oregon Journeyman Plumbing License (JP) with demonstrated experience in commercial, industrial and residential installations with the ability to obtain Oregon Plumbing Specialty Code Inspector (PI) and Oregon Residential Plumbing Inspector (CAP) certifications within 6 months of hire.
- **ELECTRICAL INSPECTORS**
 - Oregon Electrical Specialty Code Inspector (EI) or ICC Commercial Electrical Inspector (E2)
 - Oregon Residential Electrical Inspector (CAE) or ICC Residential Electrical Inspector (E1)
 - As an alternate path to holding certifications at time of hire, possess an Oregon General Supervising Electrician (S) with demonstrated experience in commercial, industrial and residential installations with the ability to obtain Oregon Electrical Specialty Code Inspector (EI) and Oregon Residential Electrical Inspector (CAE) certifications within 6 months of hire.

Building Inspector III – In addition to level II requirements, the following combination of certifications is required:

- All Structural/Mechanical certifications and all Plumbing certifications; OR
- All Structural/Mechanical certifications and all Electrical certifications.
- Must also have State of Oregon Fire and Life Safety certification or ICC Fire Plans Examiner certification.

All certifications listed above are assumed to be active and issued by ICC. Alternatively, incumbents may qualify if they have active State of Oregon Certifications in equivalent areas.

Technology Skills:

- Calendar and scheduling software.
- Data base reporting software — Mobile building inspection software
- Electronic mail software — Email software; Microsoft Exchange; Microsoft Outlook
- Internet browser software — Microsoft Internet Explorer
- Office suite software — Microsoft Office

Knowledge Required:

- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Mathematics — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.
- Engineering and Technology — Knowledge of the practical application of engineering science and technology.

Qualifications

This includes applying principles, techniques, procedures, and equipment to the design and production of various goods and services.

- Design — Knowledge of design techniques, tools, and principals involved in production of precision technical plans, blueprints, drawings, and models.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Time Management — Managing one's own time and the time of others.
- Coordination — Adjusting actions in relation to others' actions.
- Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Mathematics — Using mathematics to solve problems.
- Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Negotiation — Bringing others together and trying to reconcile differences.
- Persuasion — Persuading others to change their minds or behavior.
- Quality Control Analysis — Evaluation and inspections of products, services, or processes to evaluate quality or performance.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.

Abilities:

- Problem Sensitivity – The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Inductive Reasoning – The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Oral Expression – The ability to communicate information and ideas in speaking so others will understand.

Qualifications

- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Number Facility – The ability to add, subtract, multiply, or divide quickly and correctly.
- Time Sharing – The ability to shift back and forth between two or more activities or sources of information (such as speech, sounds, touch, or other sources).
- Flexibility and Speed of Closure – The ability identify or detect a known pattern that is hidden in other distracting material and to quickly make sense of, combine, and organize information into meaningful patterns.
- Spatial Orientation – The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- Gross Body Coordination – The ability to coordinate the movement of your arms, legs, and torso together when the whole body is in motion.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Speech Clarity — The ability to speak clearly so others can understand you.
- Perceptual Speed — The ability to compare similarities and differences quickly and accurately among sets of letters, numbers, objects, pictures, or patterns. The things to be compared may be presented at the same time or one after the other. This ability also includes comparing a presented object with a remembered object.
- Speech Recognition — The ability to identify and understand the speech of another person.
- Visual Color Discrimination — The ability to match or detect differences between colors, including shades of color and brightness.
- Selective Attention — The ability to concentrate on a task over a period of time without being distracted.
- Visualization — The ability to imagine how something will look after it is moved around or when its parts are moved or rearranged.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-5% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
	0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS					
Standing			X		
Sitting			X		
Walking – Even Surface			X		
Walking – Uneven Surface			X		
Kneeling		X			
MOVEMENTS					
Bending/Stooping		X			
Twisting		X			
Crawling		X			
Squatting/Crouching		X			
Balancing			X		
Reach – Overhead		X			
Reach – Forward		X			
PUSH/PULL					
0-10 lbs.			X		
11-20 lbs.		X			
21-50 lbs.	X				
51-75 lbs.	X				
76-100 lbs.	X				
ENVIRONMENTAL HAZARDS					
Indoors			X		
Outdoors			X		
Dust			X		
Fumes/Odors/Gasses		X			
Chemical Agents	X				
Biological Agents	X				
Noise – Low			X		

Physical Requirements										
Reach – Backward		X				Noise – Moderate			X	
Climbing – stairs		X				Noise – High		X		
Climbing - ladder		X				Low Light		X		
USE OF HANDS						Heat			X	
Grasping – whole hand		X				Cold			X	
Grasping – pinch grip		X				Restricted workspace		X		
Fine manipulation/feeling		X				Vibration – whole body	X			
Keyboarding			X			Vibration - extremity	X			
LIFT/CARRY						JOB SPECIFIC				
0-10 lbs.			X			Driving – vehicle/equipment				X
11-20 lbs.		X				Operate foot controls				X
21-50 lbs.	X					Seeing				X
51-75 lbs.	X					Talking				X
76-100 lbs.	X					Hearing				X
						Extended work hours		X		

Classification History

Created: 2012.01

2015.04 – Revisions by HR

2016.06 – Revisions by HR

2016.07 – Revisions by HR

0021.09 – Reformat & revisions by HR

I have reviewed the job description.

Employee: Name _____ **Signature** _____ **Date** _____