

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** BUILDING INSPECTOR I- FULL TIME

Department: Building	FLSA Status: Non-Ex
Employee Group: AFSCME	Salary Grade: D
FTE Status: Full Time	Date: January 2019

### General Functions:

This is an entry level inspector/plan reviewer and in house-training position. Once through training and certified, the position will review plans and inspect residential structures in the process of construction, alteration or repair, for compliance with applicable code requirements, application of safe construction practices and other regulations or ordinances relating to the safety, health, and welfare of the public. Calculates and collects fees and issues permits.

### Duties and Responsibilities:

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Conducts field inspections of new residential construction, repairs, and remodeling, for code compliance of plans that have been submitted, examined and approved.
4. Performs building plan reviews of one- and two-family dwellings and multi-family residence structures for compliance with State building, mechanical, plumbing, and fire and life safety codes, and for approved materials, appliances and methods of construction.
5. Calculates, issues and collects permit fees.
6. Updates code books and reference materials with State of Oregon ICC codes. Issues building permits.
7. Answers telephone and counter inquiries regarding building codes, regulations and permit questions.
8. Maintains building records of inspections.
9. Must remain knowledgeable of applicable codes and ordinances.

### SPECIFICATIONS:

*(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience may be considered)*

#### 1) Job Preparation:

## Building Inspector I

### Job Description

Page 2 of 4

#### a) Education:

- i. Must have high school diploma or equivalent GED Certificate. Any satisfactory equivalent combination of experience and training, as determined by the hiring authority, which insures the ability to perform the work, may be substituted for the above.

#### b) Skills and Certifications:

- i. Must have skill in communicating effectively, in a variety of stressful enforcement situations. Has oral and written contact with the general public, developers, contractors, engineers and architects.
- ii. Specialized skills required include: mechanical skills, skill in reading and interpreting blue prints, plans, specifications, maps, and drawings. Knowledge of building enforcement administration and local zoning codes preferred.
- iii. Proficient in Microsoft Office, especially spreadsheets, database and reporting tools. Prior experience in Acella desirable; must be proficient within one year. Will be required to proficiently use computer, smart phone, tablet and other technological tools in the field and in the office.
- iv. Requires OIC (Oregon Inspectors Certification), as well as the ability to obtain State of Oregon certifications in One-and-Two-Family Dwelling Specialty Code, in structural, plans, mechanical and plumbing within the probationary period of employment. Must have a valid driver's license at time of appointment. Desirable to obtain State of Oregon certification at "A" level inspector at any other area of expertise (plumbing, electrical, structural, mechanical) within 1 year of appointment to position.
- v. All certifications must be current, and must be issued by the State of Oregon.

#### 2) Supervision:

Received: Receives supervision from Building Official. Building Official outlines and reviews work for effectiveness, results obtained, and conformance with applicable codes.

Exercised: May assist in training temporary employees.

#### 3) Communication:

Relationships outside the City organization are maintained with contractors, which may include confrontational and hostile contacts when enforcing codes. Position has contact with members of professional organizations.

## Building Inspector I

### Job Description

Page 3 of 4

Has daily communication with the planning department regarding zoning and planning for new and old structures and with the engineering department to coordinate inspections between public (engineering) and private (building) property.

Has daily contact with the City's residents, by telephone or in person, answering code related questions, or scheduling and performing inspections.

#### 4) Cognitive Functions:

Work is governed extensively by the State of Oregon Building Codes Division and local codes.

Errors made in the normal course of work could result in personal injury, property damage, lawsuit or unnecessary cost to contractor or homeowner due to structural failure.

Precedent is available for most problems encountered through: past experience of superiors, other professionals, library of code books, other informational literature and manuals.

Most tasks are well defined and recurring although recommendations for new methods within context of the codes may be developed.

Decisions most often made in the course of work include the interpretation of codes as they relate to the methods and materials being used by the contractor.

#### 5) Working Conditions:

Examples of adverse working conditions include: work in inclement weather, climbing and/or descending steep banks and crawling under houses.

Physical risks may include: injury from exposure to hazards of construction sites during a building inspection.

Position has regular business hours.

#### 6) Resource Accountability:

Is responsible for the safe operation and maintenance of a City vehicle.

Maintains accurate records of inspection files, permit files and approved plans files.

*The job classification 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.*

---

Employee Signature

---

Date