

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: BUILDING INSPECTOR II

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

General Functions:

Reviews plans for 1 & 2 family residential permits, and inspects residential structural, mechanical, and plumbing inspections, as well as A-Level structural inspections on commercial permits and structures during the process of construction, alteration, and 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. May enforce electrical, mechanical and plumbing codes if certified. 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 all new construction, repairs, and remodeling for code compliance of plans that have been submitted, examined and approved.
4. Inspects applications for building permit, compliance with City zoning, setbacks, sewer locations, easements, and proper legal descriptions.
5. Based on certification, performs plan reviews of all one-and two-family dwellings and commercial buildings for compliance with State building, mechanical and fire and life safety codes, approves materials, appliances and methods of construction.
6. Calculates, issues and collects permit fees.
7. Updates code books and reference materials with State of Oregon building codes. Issues building permits.
8. Answers telephone and counter inquiries regarding building codes and regulations, zoning, sewer location and City Codes.

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9. Maintains building records and submits monthly reports to State and Federal agencies regarding number of permits issued, housing units, valuation, fees and types of buildings.
10. Must remain knowledgeable of current, 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:

a) Education:

- i. Graduation from high school or equivalent GED Certification and a minimum of three (3) years experience in a related field, or two (1) years of college level education in building inspection technology; and a minimum of two (2) years combination of experience and training in inspection.
- ii. 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 and tactfully with the general public, developers, contractors, engineers and architects, both orally and in writing.
- ii. Specialized skills required include mechanical skills and skill in reading and interpreting blue prints, plans, specifications, maps, and drawings. Knowledge of building enforcement administration and local zoning codes, desirable.
- iii. Proficient in Microsoft Office, especially spreadsheets, database and reporting tools. Prior experience in Acella desirable; must be proficient within one year.
- iv. Certification levels may vary based upon the needs of the City. Requires State of Oregon OIC (Oregon Inspectors certification), as well as certifications as structural, mechanical, Plans Examiner and plumbing inspector in One and Two Family Dwelling Specialty Code as well as certification as a structural inspector at the A-level. It also requires certification as .
- v. All certifications must be current, and must be issued by the State of Oregon.

2) Supervision:

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

Exercised: Supervision is not a normal requirement of positions in this classification. May direct work of 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.

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 and local codes.

Errors made in the normal course of work, could result in major consequences including 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 they may require the development of new methods within the context of codes.

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:

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.

Has normal business hours. May attend meetings or seminars outside of normal business hours.

6) Resource Accountability:

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

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