

CITY OF WEST LINN

JOB DESCRIPTION

Job Title: BUILDING INSPECTOR III - Specialty

General Functions:

Reviews plans, and inspects residential and commercial structures that are 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. Enforces electrical and/or plumbing codes. May enforce mechanical codes. Figures and issues permits and collects fees.

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 as indicated on plans submitted, examined and approved.
4. Checks all applications for building permit for compliance with City zoning, setbacks, sewer locations, easements, and proper legal descriptions.
5. Depending upon certification, checks building plans of all types including one- and multi-family dwellings and commercial buildings for compliance with State of Oregon building, mechanical, fire and life safety, electrical and plumbing codes and for approved materials, appliances and methods of construction.
6. Figures, issues and collects permit fees.

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7. Enforces zoning codes.
8. Keeps code books and reference materials current on uniform building codes and issues building permits.
9. Answers telephone and counter inquiries on building codes and regulations, zoning, sewer location, and City Codes.
10. Maintains Building records and submits monthly reports to State and Federal agencies as to the number of permits issued; housing units; valuation; fees and types of buildings.
11. Maintains up-to-date knowledge 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:

a) Education:

- i) Graduation from high school or equivalent GED Certificate plus a minimum nine (9) years experience or two (2) years of college level education in building inspection technology or related field, plus a minimum of seven (7) years of experience and training in inspection required.

b) Training:

- i) Must have skill in communicating effectively and in a variety of stressful enforcement situations 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. Desirable to have knowledge of building enforcement administration and local zoning codes.
- iii) Certification levels may vary, based upon needs of the City. Requires State certification at "A" level in electrical and/or plumbing inspector. May require CABO certification in plumbing, mechanical, and/or structural. Must have a valid driver's license at time of appointment.

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- iv) Any satisfactory combination of education, experience and training which ensures the ability to perform the work and which meet certification levels, as determined by the hiring authority, may substitute for the above.

2) Supervision:

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

Exercised: Assists Building Official with training, hiring, performance review, work assignment and direction for specialty area.

3) Communication:

Has daily contacts outside the City organization with contractors, which includes confrontational and hostile contacts when enforcing codes, and with members of professional organizations.

Has daily contacts with other department communicating 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 to answer code related questions, to schedule inspections and when performing inspections.

4) Cognitive Functions:

Work is governed extensively by UBC, UEC, UMC, UPC, State and local codes.

When in the course of work, a code change or addition is found necessary, may submit a code change application. Developing new policies, procedures, systems and methodologies is not a responsibility of this job except within specialty areas, as needed.

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.

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

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 descending steep banks and crawling under houses.

Physical risks exposed to include physical injury from being around construction sites on a daily basis during the building season.

Has normal business hours. May infrequently attend meetings or seminars outside these hours.

6) Resource Accountability:

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

Must record information for each inspection and file with approved plan and permit. Information could be used in a lawsuit.

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.