

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** BUILDING OFFICIAL SUPERVISOR

Department: Building	FLSA Status: Exempt
Employee Group: Management and Confidential	Salary Grade: 21
FTE Status: Full Time	Date: January 2019

### General Functions:

This is a professional/technical mid-management position that plans, organizes, directs, supervises, oversees, and may perform activities of the Building Division. May perform the more difficult inspections. Performs related work as assigned.

### 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. Supervises and works with building division personnel to ensure compliance with building and zoning codes, ordinances and regulations. Maintains on-going training with all Building Division personnel. Maintains building records and makes reports to State and Federal agencies as to number of permits issued, housing units, valuations, fees and types of buildings, as required by law.
4. Establishes and evaluates the work performance and assignments of building division personnel. Is responsible for training and development. Assures adequate staffing during regular employee absences.
5. Prepares preliminary building division budget for management. Is responsible for monitoring budgetary expenditures and ensuring that expenditures are within the established budget.

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6. Interprets applicable codes for City of West Linn application. Keeps code books and regulations, zoning, sewer location, city codes, and building department enforcement practices and procedures.
7. Conducts field inspections of new construction, repairs, and remodeling for code compliance as indicated on plans submitted, examined, and approved. Conducts inspections on plumbing, sewer and rain drains.
8. Answers telephone and counter inquiries and complaints on building codes and regulations, zoning, sewer location, city codes, and building department enforcement practices and procedures.
9. Checks applications for building permits for compliance with City zoning, setbacks, sewer locations, easements, and proper legal descriptions. Issues building permits.
10. Checks, as needed, building blueprints of all types including single and multi-family residences and commercial buildings for compliance with State building, mechanical and fire and life safety codes, and for approved materials, appliances and methods of construction.

#### SPECIFICATIONS:

##### 1) Job Preparation:

###### a) Education:

- i) Graduation from high school or equivalent GED Certificate. Up to two (2) years of college level education in building inspection technology or related field may be used in lieu of equivalent years of experience. A minimum of five (5) years progressively responsible experience in the building field including three 5 years in building inspections.

###### b) Skills and Certifications:

- i) Must have skill in communicating effectively and tactfully in a variety of stressful enforcement situations with the general public, developers, contractors, engineers and architects, both orally and in writing.
- ii) Must have State of Oregon issued "OIC Oregon Inspectors Certification" , Building Official certification and State "A" level certification in each field of inspection, building, mechanical, and plans examination and Fire Life

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Certification for Plan Review and Inspections. Must have a valid driver's license at time of appointment.

#### 2) Supervision:

Received: Work is performed highly independently under the direction of the Community Development Director given broad policies and assigned activities. Work is reviewed for effectiveness, results obtained, and conformance with established rules and regulations.

Exercised: Directly supervises building division staff. Has full responsibility for training, assigning work, performance appraisal, and counseling. With Community Development Director approval, hires, disciplines, terminates, and adjusts pay.

#### 3) Communication:

Relationships outside the City organization are maintained daily with contractors which includes sometimes confrontational and hostile contacts when enforcing codes, occasionally with State of Oregon officials, and with members of professional organizations such as ICBO, OBOA, and Columbia River Chapter of OBOA at tri-monthly meetings, and at times of annual code changes and/or certifications.

#### 4) Cognitive Functions:

Work is governed extensively by International Codes Council, State and local codes.

Recommends to the Community Development Director and other affected persons and departments new and improved policies, procedures, systems and methodologies within area of expertise.

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, library of code books, other information, literature and manuals and other professionals.

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Tasks are recurring and well defined while new methods in construction and materials and the code changes every three years must be introduced into the process.

Decisions most often made in the course of work include the interpretation of Codes and how to apply them to a given enforcement situation since each case is slightly different.

5) Working Conditions:

Adverse working conditions are the inclement weather when conducting job site inspections. Physical risks exposed to include physical injury from working around construction equipment when conducting job site inspections.

Has normal business hours. Attends tri-monthly evening code meetings.

6) Resource Accountability:

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

Must maintain records of inspections, corrections and income for Building division as required by State law and municipal codes.

*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.*

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Employee Signature

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Date