

City of Oregon City	Position Description
Position: Building Inspector I	AFSCME
Department/Site: Community Development – Building Division	FLSA: Non-Exempt
Evaluated by: Building Official	Salary Grade: 37

### Classification Summary

The Building Inspector I performs inspections of residential buildings in the process of construction, alteration, or repair for compliance with applicable codes, approved plans and specifications, safe construction practices, and other regulations and ordinances related to the safety, health, and welfare of the public.

### Distinguishing career Features

The Building Inspector I is part of a three-tiered career path encompassing building safety inspection. The Building Inspector I must possess ICC certifications as follows: B1 - Residential Building Inspector & M1 - Residential Mechanical Inspector, along with the OIC – State of Oregon Inspector Certification. Equivalent certifications from the State of Oregon or other recognized certifications may be considered. Additional certifications desired may include: P1 – Residential Plumbing Inspector, E1 – Residential Electrical Inspector, R3 – Residential Plans Examiner, among others. Advancement to Building Inspector II requires B2 – Commercial Building Inspector & 2M – Commercial Mechanical Inspector certifications. Advancement is possible to a Senior Building Inspector with additional certifications beyond those required of Inspector II plus a demonstrated ability to lead a small team of inspectors.

### Essential Duties and Responsibilities

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties or specific tasks that may be assigned to a particular position. The incumbent may perform a combination of some or all the following duties:*

- Performs routine 1 & 2 family residential inspections, townhome inspections, and inspection of associated accessory structures. May assist with multi-family and commercial buildings and structures.
- Inspects buildings, heating and ventilating systems, retaining walls, fences, and other structures in the process of construction, remodeling or repair. Determines if the structure meets approved permit, plans, specifications, applicable codes and special inspection requirements.
- Inspects residential sites and buildings prior to remodeling to determine validity of permit application and compliance with zoning restrictions. Requires corrections to be made when deficiencies are discovered. Assists builders, owners, engineers and architects in determining how corrections may be made to achieve code compliance.
- Inspects damaged or deteriorating buildings to determine needed repairs. Investigates alleged violations of building and zoning ordinances.
- Prepares reports of field inspections. Documents status, nature of compliance or deficiency, and recommended correction or course of action.

- Participates in pre-construction meetings with developers, contractors, engineers, architects and other staff to explain inspection requirements for specific projects.
- May examine plans, drawings, and specifications, as certified, for proposed construction projects with the scope of expertise required of this position, usually structural, mechanical and life-safety aspects. Works with customers to resolve difficulties or violations of codes.
- May issue building permits for fully examined and approved plans, including fee calculations and collection based on size, type, and method of construction.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

Requires working knowledge of provisions of the Oregon Residential Specialty Code, Oregon Mechanical Specialty Code and related City regulations. Requires basic knowledge of the practices and materials used in building construction and/or heating and ventilating systems, including structural steel, reinforced concrete, structural masonry and pre-stressed concrete. Requires knowledge of and skill at using a computer and common office productivity software to access and store information. Requires special skill in evaluating construction methods, reading and interpreting building and/or structural and mechanical plans, reading interpreting building and/or structural codes and applying them to specific situations. Requires sufficient English language skill to write reports and document inspections. Requires sufficient human relations skill to explain technical building information and code requirements to building professionals and lay persons, and to resolve conflict with others with tact and in a positive manner. Requires sufficient math skill to read and record distances and load bearing calculations.

### **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to read and interpret plans, drawings, and engineering specifications, and apply them to codes, regulations and ordinances. Requires the ability to learn and apply federal, state, and City regulations, codes laws and ordinances for structural, fire, and mechanical building safety. Requires the ability to observe and documents code compliance. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

### **Physical Abilities**

Requires the ability to function indoors in an office environment engaged in work of a moderately active nature. Requires cardiovascular fitness to walk 400 yards over varying terrain. Requires sufficient ambulatory ability to move about office and outdoor field locations and to bend, stoop, reach, and climb. Requires auditory ability to carry on ordinary and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, observe moving objects, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to observe construction and perform counter work.

**Education and Experience**

This position requires the equivalent to an Associates Degree in a building or engineering science (or ICC B1 Certification).

**Licenses and certificates**

Requires a valid driver license.

**Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from moving equipment and unstable surfaces.