

## City of Oregon City

## Position Description

Position: Building Official	Management
Department/Site: Building Division – Community Development	FLSA: Exempt
Evaluated by: Community Development Director	Salary Grade: 140

### **Summary**

Manages the building inspection program, plan review, and permitting process of the City. Supervises division staff engaged in on-site inspection, plan review, and clerical tasks. Coordinates work performed by consultants. Ensures all permits and projects follow City processes and approvals. Integrates inspection services with plan checking and permit approval, field inspection, current planning, and coordinates with engineering when applicable. The position is distinguished with the authority to hire, discipline, promote and otherwise fulfill the full breadth of activities of a supervisor. Plans, supervises, reviews and provides technical direction for the application and interpretation of structural, plumbing, mechanical and electrical codes.

### **Distinguishing Career Features**

The Building Official is a supervisory management position responsible for inspection and enforcement services, integrated with plan checking, permitting, and other planning processes. The Building Official is capable of performing increasingly difficult inspection and building code enforcement services, as well as the most complex institutional and industrial properties.

### **Essential Duties and Responsibilities**

- Supervises the enforcement and administration of the state electrical, plumbing, and/or structural/mechanical codes. Supervises and may participate in plan review and inspection processes, and the handling of citizen complaints.
- Supervises building division personnel including inspectors, plan examiners, permit coordinators, permit technicians, and potentially administrative staff including:
  - interview, hire, and train employees; set schedules, assign employees, direct work and, appraise performance;
  - Counsel, motivate and discipline employees; address complaints and resolve issues.
- Administers, interprets, and enforces the provisions of the uniform building codes, administrative rules and applicable municipal regulations as they apply to development processes.
- Provides direction on technical issues relating to application, interpretation and enforcement of the structural, plumbing, mechanical and electrical codes. Evaluates and accepts or rejects alternatives to code requirements. Implements and administers newly adopted state building codes programs.
- Assures for consistency in the application of building codes and provisions. Oversees the development of written policies, procedures, and interpretations used by plans review, building inspection and enforcement staff.

- Provides building codes training for plans review and inspection. Provides orientation to architects, engineers, and developers on codes and City policies.
- Manages and participates in the development of the work plan for the assigned area, assigns work activities, projects and programs. Monitors workflow and reviews staff performance against work plans.
- Performs field inspections on complex and difficult structures.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

The position requires in-depth knowledge of the principles and procedures connected with construction code, State statutes and rules, interpretation, plans review, inspection and enforcement. Requires professional knowledge of civil engineering principles, practices, and methods as related to structural engineering, materials, and design concepts of structural, electrical, mechanical and plumbing as applied to construction of residential, commercial, institutional, and industrial buildings. Requires a working knowledge of the types of building construction, materials and methods. Requires knowledge of managerial practices as applied to functional organization and staffing, performance and financial management. Requires in-depth knowledge of the State Adopted Building, Plumbing, Mechanical, and Electrical Codes. Requires advanced mathematics skills to conduct stress, load bearing, and financial computations. Requires knowledge of research methods and sources of information related to civil engineering and building code enforcement. 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 knowledgeable and lay persons, and to resolve conflict with others in a positive manner.

### **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to read, interpret, and check complex plans, drawings, engineering specifications, and calculations, and apply them to codes, regulations and ordinances. Requires the ability to apply and interpret federal, state, and City regulations, codes, laws and ordinances for structural, fire, and mechanical building safety. Requires the ability to interpret building policies and procedures to contractors, developers, and homeowners. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as 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. Requires the ability to observe and document code compliance. Requires the ability to prepare ordinances and code amendments. Requires the ability to identify, consider, and resolve a wide variety of interests in developing and enforcement of building codes.

### **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a moderately active nature. Requires the ability to walk or maneuver varying terrain and throughout a building or construction site. Requires sufficient ambulatory ability to move about to 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**

Education and experience sufficient to assure certification requirements. Minimum two (2) years post-high school education, preferably with an emphasis on Building Technologies, Architecture or Engineering. Five (5) years of progressively responsible experience in building inspection, and/or plan review including dealing with the public, scheduling work, and problem solving. Two years of full range supervisory experience. Any satisfactory equivalent combination of experience, education and training which ensures the ability to perform the work may substitute for the above.

#### **Licenses and Certificates**

Requires a valid driver's license; Must possess an Oregon Inspectors and Building Official Certification issued by the State of Oregon and be certified by either the State of Oregon or the International Code council in the following disciplines:

- Building Plans Examiner (Oregon A-Level Plans Examiner)
- Commercial Building Inspector (Oregon A-Level Structural Inspector)
- Commercial Mechanical Inspector (Oregon A-Level Mechanical Inspector)
- Fire Plans Examiner (Oregon Fire & Life Safety Plans Examiner)
- Residential Building Inspector (Oregon 1 & 2 Family Dwelling Inspector & 1 & 2 Family Dwelling Plans Examiner)
- Residential Mechanical Inspector (Oregon 1 & 2 Family Dwelling Mechanical Inspector).

The direct supervisor shall determine a reasonable time period for obtaining possession of required certifications. Possession of, or ability to obtain, a valid Oregon driver's license.

#### **Working Conditions**

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

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*