

City of Oregon City	Position Description
Position: Senior Building Inspector/ Senior Plans Examiner	AFSCME
Department/Site: Community Development – Building Division	FLSA: Non-Exempt
Evaluated by: Building Official	Salary Grade: 42

### **Classification Summary**

This classification encompasses two key disciplines and incumbents may be assigned to one or a combination of both disciplines.

**Senior Plans Examiner** - Receives and reviews building plans in conformance with applicable codes and regulations governing the construction or alteration of commercial and residential structures. Sets up and maintains computer aided systems for monitoring work in progress. Conducts site inspections as needed.

**Senior Building Inspector** - Performs site inspections of residential, commercial, and industrial buildings and structures of all types 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**

**Senior Plans Examiner** – The Senior Plans Examiner is part of a two-step career path for the review of building plans. The Plans Examiner requires an Associate Degree and ICC certifications as follows: R3 – Residential Plans Examiner, 79 – Residential Energy Inspector/Plans Examiner, 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: P3 – Plumbing Plans Examiner, 3B – Building Plans Examiner, among others. Advancement to Senior Plans Examiner requires 3B – Building Plans Examiner, 3M Mechanical Plans Examiner, CP – Commercial Fire Sprinkler Plans Examiner & CN Commercial Fire Alarm Plans Examiner I. Additional certifications desired may include CR – Commercial Fire Alarm Plans Examiner II, B2 – Commercial Building Inspector & 2M – Commercial Mechanical Inspector certifications. The Senior Plans examiner must also possess a demonstrated ability to lead a small team of inspectors/plans examiners.

**Senior Building Inspector** - The Senior Building Inspector is part of a three-tiered career path encompassing building safety inspection. The Building Inspector II requires B2 – Commercial Building Inspector & 2M – Commercial Mechanical Inspector certifications as well as the OIC – Oregon Inspector Certification, in addition to certifications required for the Building Inspector I. 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 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:*

#### **Senior Building Inspector**

- Performs technically challenging, complete inspections, such as those involving commercial and industrial building, or service-oriented buildings with state-of-the-art infrastructure.
- Inspects buildings, heating and ventilating systems, retaining walls, fences, towers, swimming pools 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 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 dangerous structures subject to Code Enforcement action. Inspects damaged or deteriorating buildings to determine needed repairs. Investigates alleged violations of building and zoning ordinances.
- Investigates and resolves complaints involving improper workmanship, safety problems, or nuisances related to construction projects. Refers only the extraordinary situations to higher authority as necessary.
- Prepares reports of field inspections. Documents status, nature of compliance or deficiency and recommended correction or course of action. Enters necessary date into computerized permit system.
- Maintains up-to-date knowledge of trends in construction methods and materials and changes in codes.
- Performs other duties as assigned that support the overall objective of the position, particularly the essential duties listed under the Senior Plans Examiner.

#### **Senior Plans Examiner**

- Examines plans, drawings and specifications for proposed construction projects within 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.
- Conducts separate, yet concurrent reviews of construction documents for buildings to evaluate and determine compliance with the state building codes and other regulations including standards for structural adequacy, energy conservation and accessibility.

- Conducts pre-construction meetings with developers, contractors, engineers, architects and other staff to explain special inspection requirements for specific projects.
- Answers questions and interprets complex code, technical and procedural concepts orally, graphically and in writing to a diversity of technical and non-technical people with a wide range of expertise and resolves conflicts.
- Consults with a wide range of professionals and non-professionals on compliance matters and stages of the development review process.
- Maintains up-to-date knowledge of trends in construction methods and materials and changes in codes.
- Performs other duties as assigned that support the overall objective of the position, particularly the essential duties listed under the Senior Plans Examiner.

## **Qualifications**

### **Knowledge and Skills**

#### **Senior Building Inspector and Senior Plans Examiner**

Requires thorough knowledge of provisions of the Oregon Structural Specialty Code, Oregon Mechanical Specialty Code, ICC ANSI A117.1 Accessible and Usable Buildings and Facilities Standard, Oregon Residential specialty Code and related City regulations. Thorough knowledge of the Oregon Electrical Specialty Code & Oregon Plumbing Specialty code is highly desired. Requires working knowledge of the practices and materials used in building construction and/or heating and ventilating systems, including structural steel, reinforced concrete, structural masonry and prestressed 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 and interpreting building and/or structural and mechanical 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 laypersons, 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**

#### **Senior Building Inspector**

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, electrical, plumbing, fire and mechanical building safety. Requires the ability to observe and document code compliance. Requires the ability to work cooperatively with the general public. Requires the ability to work as a contributing member of the team, work productively and cooperatively with other teams and external customers, and convey a positive image of the city and its services.

**Senior Plans Examiner**

Requires the ability to carry out the essential functions of the position. Requires the ability to learn, interpret and apply processes, codes, regulations, and laws governing building and land use for residential and commercial structures. Requires the ability to operate a personal computer and peripheral office equipment. Requires the ability to work cooperatively with senior citizens. Requires the ability to observe and document code compliance. Requires the ability to work cooperatively with the general public. Requires the ability to work as a contributing member of the team, work productively and cooperatively with other teams and external customers, and convey a positive image of the city and its services.

**Physical Abilities****Senior Building Inspector**

Requires the ability to function in an indoor or outdoor environment engaged in work of primarily a moderately active nature. Requires cardiovascular fitness to walk 400 yards over varying terrain. 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 and other printed material and computer screens, observe moving objects and observe physical layouts. Requires manual and finger dexterity to write and to operate computers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to observe construction and perform counter work.

**Senior Plan Examiner**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office locations. Requires auditory ability to carry on ordinary and telephonic conversation. Requires near visual acuity to read detailed maps, drawings, other printed material, computer screens, 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 deliver presentations, perform counter work. Requires the ability to perform the duties of a Senior Building Inspector as needed for field inspections.

**Education and Experience****Senior Building Inspector**

The position requires the equivalent to an Associate Degree in a building or engineering science plus four years of construction or inspection experience in Structural and Mechanical inspections.

**Senior Plans Examiner**

The position requires the equivalent to an Associate Degree in a building or engineering science plus four years of construction or plan review experience in Structural and Mechanical specialties.

#### **Licenses and Certificates**

##### **Senior Building Inspector & Senior Plans Examiner**

Requires a valid driver's license. Two of the following commercial certifications or their equivalent: 2B - Commercial Building Inspector, 2M - Commercial Mechanical Inspector, 3B – Building Plans Examiner, 3M – Commercial Mechanical Plans Examiner. Additional certifications are highly desirable.

#### **Working Conditions**

##### **Senior Building Inspector**

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

##### **Senior Plans Examiner**

Work is performed primarily indoors where minimal safety considerations exist. May be required to work outdoors when required for inspections.