

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	151
SUPERVISOR:	Building Official	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Perform residential building inspections and plan reviews to ensure compliance with State and County codes; Structural, Mechanical, Plumbing, Electrical and Specialty codes. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other related duties may be assigned.

Inspect new and existing residential buildings, including row houses, townhomes and manufactured homes for compliance with applicable construction, safety, and specialty codes, and related County ordinances and regulations. Notifies contractors and homeowners of violations.

Reviews residential plans, manufactured home placement, and floating home structures for compliance with applicable codes and standards; perform grading and drainage plan review; identifies plan deficiencies and notifies applicants of required alterations; approves plans for issuance; determines the value of buildings for permit fees and approves building permits.

Organizes, prepares and maintains records of inspections and plan reviews; prepares a variety of records and reports, including letters regarding compliance and violations; reviews applications for permits and assists customers in completing applications; prepare departmental reports.

Provide information and assistance to contractors, builders, architects, engineers, homeowners, and the general public regarding codes, procedures, and compliance; serves as the liaison with the Fire Department to ensure fire and life safety codes are met; assists with residential field inspections for code compliance issues as necessary.

Perform code enforcement duties including, posting notices and informing customers of non-compliant issues and unpermitted installations; provide options for a path towards compliance with excellent customer service; file formal reports against builder for non-compliance to notices.

Consult with supervisor, plans examiners, and other inspectors on code interpretations, inspection concerns, and related issues. Maintain existing certifications and attend state wide code change classes as necessary. Provide expert guidance and support to other departments, the general public, and/or outside agencies; coordinates activities with staff in other departments; represents the County in a professional manner to the public, other agencies, government jurisdictions, committees, and organizations; participates in meetings to remain current on related state and local codes and ordinances.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

Maintain regular attendance during the assigned work schedule as an essential requirement of this position. The ability to serve and meet in person with members of the general public, co-workers and others is required.

SUPERVISORY RESPONSIBILITIES: Supervision is not a normal responsibility of this position.

SUPERVISION RECEIVED: Work under the general supervision of the Building Official who assigns duties and reviews work.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE: Equivalent to high school graduation, preferably with additional college level course work in a related field. Three years of progressively responsible experience in related work required to obtain the necessary certifications and qualifications. Or any satisfactory combination of experience and training which demonstrates the ability to perform the above duties.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the County's liability insurance. Must possess at time of hire: State of Oregon OIC (Oregon Inspector Certification) and additional certification: as an Oregon Residential Structural Inspector (CAS) and Residential Plans Examiner (CAX); International Code Council (ICC) certifications may substitute for the required certifications once converted to an Oregon Certificate. Additional certification may be required and is desired within six (6) months of employment in either of the following: Residential Electrical Inspector (CAE), or Residential Plumbing Inspector (CAP). Additional certifications are desirable.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of building construction materials and methods. Knowledge of State and County codes. Skill in report composition, effective communication practices, interpretation and enforcement of statutes, rules, codes, ordinances and conditions of approval.

Ability to comprehend and interpret statutes, codes, rules, ordinances, correspondence, complaints, reports and conditions of approval. Ability to uniformly apply laws, ordinances and regulations to diverse situations. Ability to interpret plan specifications and compare them to construction in progress. Ability to maintain complete and accurate records.

Ability to maintain effective working relationships with fellow employees, supervisors, other agencies, County officials and the general public. Ability to maintain composure and deal effectively with difficult people in stressful situations. Ability to effectively utilize computer systems and general business software, such as word processing, database, and other software. Must be able to work as scheduled and/or required.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hand and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Work time is split between a general office environment and field activities. While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and fumes or airborne particles. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

***Columbia County has the right to revise this job description at any time.
This description does not represent in any way a contract of employment.***