



COLUMBIA COUNTY, OREGON
JOB TITLE: BUILDING INSPECTOR II
DATE: JUNE 1, 2024

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|----------------------|---------------------------|------------------------|-------------|
| EXEMPT (Y/N): | No | CLASSIFICATION: | CSC |
| DEPARTMENT: | Land Development Services | JOB CODE: | 152 |
| SUPERVISOR: | Building Official | SALARY RANGE: | 27 |
| UNION (Y/N): | Yes | LOCAL: | AFSCME 1442 |

GENERAL STATEMENT OF DUTIES: Perform commercial and residential building inspection and plan reviews to ensure compliance with state and county codes including structural, mechanical, plumbing, electrical, and specialty codes.

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

Inspect new and existing residential, commercial, industrial, and accessory buildings for compliance with applicable construction, safety, and specialty codes and related county ordinances and regulations. Notify contractors and homeowners of violations and follow-up to ensure situations are corrected. Issue stop work orders based on non-compliance, enforce engineering standards, and inspect health and safety complaints and violations.

Review residential, commercial, industrial, and subdivision plans to ensure compliance with applicable codes and standards. Approve plans for issuance. Determine cost estimates for permitting.

Organize, prepare, and maintain records of inspections and plan reviews. Prepare a variety of records and reports, including letters regarding compliance and violations. Review applications for permits and assist customers in completing applications. Prepare departmental reports as needed.

Perform building code enforcement duties including posting notices and informing owner and/or contractor of non-compliance and unpermitted installations, check trades person licensing and contractor licensing, post stop work orders. File formal reports against builder for non-compliance notices and work with the owner/contractor towards a path for compliance with customer service in mind.

Respond to inquiries regarding the application and interpretation of building codes.

Consult with homeowners, landowners, builders, architects, and engineers regarding building process, code requirements, inspection procedures, and violations.

Consult with supervisor, plans examiners, and other inspectors on code interpretations, inspection concerns, and related issues. Maintain existing certifications and attend statewide code change classes as necessary.

Appear in court as a witness as needed.

Provide expert guidance and support to other departments, the general public, and/or outside agencies. Coordinate activities with staff in other departments. Represent the county in a professional manner to the public, other agencies, government jurisdictions, committees, and organizations. Participate in meetings to remain current on related state and local codes and ordinances.

Maintain necessary certifications as a Building Inspector which is required by the State of Oregon and the county.



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

Maintaining regular attendance during the assigned work schedule is 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 of employees is not a responsibility assigned to this position.

SUPERVISION RECEIVED: Work is performed under the general direction of the Building Official who provides policy, procedure, and administrative direction and reviews performance.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The competencies below represent the required knowledge, skills, and/or abilities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

EDUCATION and/or EXPERIENCE: Equivalent to a two-year degree in construction, plumbing, electrical field, or related field. Five years' of increasingly responsible experience in building inspection, code administration or enforcement, or construction. Any satisfactory combination of experience and training, which demonstrates the required knowledge, skills, and abilities may be substituted for the above requirements.

DESIRABLE QUALIFICATIONS: Equivalent to a four-year degree in engineering, architecture, or related field preferred. Additional certifications desirable in addition to those listed below. Team player willing to work collaboratively toward shared goals and be open to diverse ideas and perspectives. Receive constructive feedback in a positive manner.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess at time of hire: State of Oregon Inspector Certification (OIC) and at least one State of Oregon A-Level Certification(s) in the following: Oregon Structural Inspector A-Level (SIA), Oregon Mechanical Inspector A-Level (MIA), or Oregon Structural Plans Examiner A-Level (PEA). This position also requires the following Residential certifications: Residential Structural Inspector (CAS), Residential Plans Examiner (CAX), Residential Plumbing Inspector (CAP), and Residential Electrical Inspector; International Code Council (ICC) Certifications may substitute for the required certifications once converted to an Oregon Certificate. Must possess a valid driver's license and be insurable under the county's liability insurance.

A-Level Plumbing Inspector (PI) Requirements: Four years education with apprenticeship and four years of employment and experience as an Oregon journeyman plumber; and/or other requirements by the State of Oregon including passing a board-approved examination.

A-Level Electrical Inspector (EI) Requirements: Four years education with apprenticeship and four years of employment and experience as an Oregon general journeyman electrician; and/or other requirements by the State of Oregon including passing a board-approved examination.

KNOWLEDGE, SKILL, AND ABILITY: Thorough knowledge of building construction materials and methods. Knowledge of the state and county building and zoning laws and codes.



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Skill in permitting software programs and Microsoft Office products. Skill in report composition, effective communication practices, interpretation and enforcement of statutes, rules, codes, ordinances, and conditions of approval.

Ability to:

- Organize, prioritize, and produce an accurate work product and meet deadlines. Maintain complete and accurate records.
- Express ideas effectively, both verbally and in writing. Use sound judgment.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.
- Work independently and as a team.
- Act in such a manner as to maintain the confidentiality of the records and issues and other matters that may be encountered.
- Develop and maintain harmonious and effective working relationships with employees, other agencies, county officials, and the general public.
- Comprehend and interpret statutes, codes, rules, ordinances, correspondence, complaints, reports, and conditions of approval.
- Remain calm and use good judgement during confrontational or high-pressure situations.
- Uniformly apply laws, ordinances, and regulations to diverse situations.
- Interpret plan specifications and compare them to construction in progress.

SPECIAL NECESSARY QUALIFICATIONS: Must be able to pass a pre-employment background screening.

PHYSICAL DEMANDS: The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Minimal, involving the movement of files, books, boxes, equipment, etc., seldom exceeding 20 pounds. Field activities may require bending, climbing, stooping, crawling in confined areas, and walking in structures under construction, on uneven ground. Regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hand and arms and talk or hear. 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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

General office environment. Occasional field work will expose position to various weather conditions and terrains. Driving is a regular requirement of the position. Frequently exposed to wet and/or humid conditions and fumes or airborne particles. 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 can be loud.



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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.*