

EXEMPT (Y/N):	Yes	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	160
SUPERVISOR:	Director, Land Development Services	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Supervise and participate in the Building Inspection Division of the Land Development Services Department in the administration of building, plumbing, mechanical, sanitation and electrical codes. Direct plans review, inspection and building codes enforcement to achieve compliance with applicable structural, mechanical, plumbing, electrical, and specialty codes required for new construction, and alteration and repairs to existing structures. Supervise, plan and coordinate the activities of inspection staff. Do related work as required.

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

Assist the Director in planning and supervising the County Building Inspection program, involving review of plans and inspection of buildings, and enforcement of the building code and specialty codes as adopted by the County. Work includes planning, organizing and achieving the goals and objectives established by the Director.

Serve as Building Official, under Oregon Revised Statutes, with the responsibility for administration, interpretation and enforcement of the State Building Codes in Columbia County and the representation of the County to State of Oregon code regulatory agencies.

Coordinate and implement the Building Division programs with the other divisions of the Land Development Services Department, other County departments, other agencies, the development community and the general public. Direct and coordinate programs for structural, mechanical, plumbing, electrical, plan review, abatement of dangerous buildings, building code violations, and plan review and inspection for manufactured dwellings and recreational vehicle parks; arbitrate disputes between building inspection/plan review staff and the public; establishes permit and inspection fees.

Represent Columbia County on building related legislative issues.

Oversee Electrical Minor Label program, Master Electrical Permits and billing, IGA income and expense reports, Performs complex inspections, plan review and site visits; other duties as necessary.

Hire and direct building inspectors, plans examiners and permit technicians for consistency, excellent customer service using a team approach. Prepare performance evaluations of building staff; administer progressive discipline; conduct and/or facilitate staff training and development; coordinates a team effort with Building, Planning & Sanitation staff, along with other County departments including Fire Marshal's office and other jurisdictional Building Officials in Oregon.

Contract with a person licensed, registered, and/or certified to provide consultation and advice on plan reviews as deemed necessary by the Building Official based on the complexity and scope of its customers' needs. Maintain a list of all persons employed or contracts with providing plan review services including licenses, registrations, and certifications held by each plan reviewer and evidence of compliance with all applicable statutory or professional continuing education requirements. Set reasonable time periods for when the permit office is open and inspection services will be provided.

Maintain building web site; oversee computerized permit processing system; coordinate system implementation and training for building and technical staff.

Establish positive and effective working relationships and confer with the development community and general public with an emphasis on an ongoing program of quality customer service and assist them in the understanding and interpretation of building, plumbing, mechanical, fire, and manufactured dwelling and recreational vehicle park codes and standards.

Respond to and be a liaison for resolving questions, concerns, and complaints regarding Building Division activities.

Compose correspondence to other agencies and the public. Maintain records and periodic reports as required by the Director.

Provide advice and guidance to individuals with limited building skills in order to assist such persons in complying with applicable codes.

Appear in court to testify regarding building code requirements.

Prepare annual estimated personnel, supplies and equipment costs and recommends an annual Building Division budget.

Investigate and address building code violations, complaints and hazardous conditions.

Follow all safety rules and procedures established for work areas. Ensure compliance to safety rules and procedures by staff. Comply with all 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.

SUPERVISION RESPONSIBILITIES: Supervise 2-5 Building Division employees engaged in plans examination, inspection and building code enforcement activities throughout the County. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints/grievances and resolving problems. Coordinate all personnel functions with the Director.

SUPERVISION RECEIVED: Work under the general direction of the Land Development Services Director, who provides policy and administrative direction and reviews performance.

QUALIFICATIONS: 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, skills and/or abilities required.

EDUCATION and/or EXPERIENCE: Associate's degree in code technology with additional specialized training with a preference for a Bachelor's Degree in engineering, architecture or a related field. Six years progressively responsible work experience in building inspection, code administration or enforcement, or construction which includes two years as a Senior Building Inspector with supervisory or management

responsibility, OR ten years field experience in construction which includes progressively responsible work experience as construction superintendent or foreperson with supervisory responsibility. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

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 Inspector Certification (OIC) and able to obtain Building Official (BO) certification within 6 months of hire. Possession of at least one State Oregon A-level certification(s) in the following: Oregon Structural Inspector A-Level (SIA), Oregon Mechanical Inspector A-Level (MIA), Oregon Structural Plans Examiner A-Level (PEA) or Oregon Fire and Life Safety Plan Review (PEF), plus current possession of one or more Residential certifications. International Code Council (ICC) Certifications may substitute for the required certifications once converted to an Oregon Certificate.

DESIRABLE QUALIFICATIONS: Possession of Oregon State A-level Structural Inspector, Mechanical Inspector, Structural Plans Examiner and Fire and Life Safety Plan Review certifications. Possession of Oregon State Residential Plumbing and Electrical Inspector certification.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of administrative and management concepts, practices and principles. Considerable knowledge of building construction, materials and methods. Thorough knowledge of the county and state building and zoning laws and codes. Working knowledge of building construction terminology and techniques.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to detect structural, fire/life safety and other violations. Ability to read and interpret plans and specifications and to compare them with construction in progress. Ability to communicate effectively in both oral and written form. Ability to establish and maintain cooperative and effective working relationships with contractors, fellow employees, other agencies, County officials and the general public.

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.

Work is performed both in the office and in the field. Physical demands for the position while in the office are minimal. Field inspection work require bending, climbing, crawling in confined areas, and walking in structures under construction, on uneven ground. A reasonable amount of driving is required.

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

General office environment while in the office. The performance of frequent field work may require walking over various terrain or other hazards and exposure to all weather conditions.

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.*