

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	154
SUPERVISOR:	Building Official	SALARY RANGE:	25
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Inspect residential plans for compliance with State and County codes. Perform other plan review and inspection duties assigned as experience and certification permits. Perform other related duties as required.

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

Check plans submitted with applications for building permits for compliance with County building code.

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

Consult with homeowners, builders, architects and engineers regarding building process.

Conduct code enforcement activities as necessary.

If certified and assigned, conduct inspections on new and remodeled building construction and repairs for conformance to County and State codes.

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

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

SUPERVISION RECEIVED: Work under the general supervision of the Building Inspection Supervisor who assigns duties and reviews work for conformance to established procedures and methods.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 necessary to obtain the necessary certifications. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess a valid driver's license and be insurable under the County's liability insurance. Certification by the State of Oregon as a C.A.B.O. one and two family dwelling structural and one and two family dwelling plans inspector and certification as a manufactured home installation inspector, or the ability to obtain these certificates within six (6) months of employment.

DESIRABLE QUALIFICATIONS: Certification by the State of Oregon as a C.A.B.O. one and two family dwelling mechanical inspector.

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

Ability to detect safety and other violations. Ability to read and interpret plans and specifications and to compare them with structure in progress. Ability to conduct thorough investigations, compile data and present clear, concise reports. Ability to correctly identify those issues which require confidentiality and to maintain a high level of confidentiality regarding issues encountered. Ability to communicate effectively with people of varying backgrounds who may be hostile or abusive. Ability to communicate effectively in both verbal and written form. Ability to 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical demands while in the office are minimal, involving the movement of files, books, equipment, etc. seldom exceeding 20 pounds. Field activity may require additional physical demands, such as walking, bending, stooping, climbing, etc.

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 the essential functions.

Work time is split between a general office environment and field activities. The performance of field work may require walking over various terrains or other hazards, and exposure to all weather conditions.