

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	155
SUPERVISOR:	Building Official	SALARY RANGE:	27
UNION (Y/N):	Yes	LOCAL:	AFSCME 1442

GENERAL STATEMENT OF DUTIES: Review industrial, commercial and residential plan applications for compliance with State and County codes and regulations. Perform other plan review and inspection duties assigned as experience and certification permits including various types of structures not covered by residential, commercial or industrial application. Perform duties as directed or required which may include construction inspection for compliance with various adopted codes and standards or site review for compliance with regulations of the jurisdiction related to adopted codes.

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

Reviews residential, commercial, accessory buildings, and industrial plans and documents submitted to ensure compliance with applicable codes and standards; 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.

Respond to inquiries regarding the application and interpretation of building codes, referenced standards and other applicable regulations and laws.

Consult with supervisor, and inspectors on code interpretations, inspection concerns, and related issues. Maintain existing certifications and attend state wide code change classes as necessary.

Researches a variety of plan review code issues; provide information and assistance to contractors, builders, architects, engineers, homeowners, and the general public regarding building related questions, codes, procedures, and compliance; serves as a liaison with the Fire Department to ensure fire and life safety codes are met; performs residential and commercial field inspections for structural and mechanical projects as necessary.

Accepts applications for permits; assists customers in completing applications; submits plans to appropriate staff; attends pre-application conferences for coordination of development permits; may be assigned as the primary contact for project process and coordination.

Responds to and resolves confidential and sensitive inquiries; provides 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 and trainings to remain current on state and local codes, ordinances, manufacturer's information on installation and performance of products related to area of review.

Organizes, prepares, and maintains records of inspections, plan reviews, and follow-up activities; prepares a variety of records and reports, including letters regarding compliance; prepares appropriate documentation of work and activities.

Support building code enforcement activities as directed or necessary.

Works with a computer to ensure proficient and accurate plan review and record-keeping. This may include electronic review of submitted plans and supporting documents.

Understands and supports the function of the front-line counter related to administration and customer service needs including internal and external customers.

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, plus two years of college in a broad, specialized field related to building and safety or other closely related field of study. Five years of progressively responsible experience in related work required to obtain the necessary certifications and qualifications which must include at least two years of experience in the review of commercial and industrial plans including fire and life-safety. 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 Inspector Certification (OIC) and Certification in the following: Oregon Residential Plans Examiner (CAX), Oregon Structural Inspector A-Level (SIA), Oregon Mechanical Inspector A-Level (MIA), Oregon Structural Plans Examiner A-Level (PEA), and Oregon Fire and Life Safety Plans Examiner (PEF) Certifications, or ability to obtain (PEF) certification within 6 months of employment. International Code Council (ICC) Certifications may substitute for the required certifications once converted to an Oregon Certificate. Applicant is responsible for adherence to licensing and certification qualification for this position.

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of building construction materials and methods; State laws, rules and County ordinances. Understanding of regulatory process related to other divisions within the land development services such as public health, plumbing, electrical, planning and zoning, the front office staff, local fire districts and engineering requirements. Skill in report composition, effective communication practices, interpretation and enforcement of statutes, rules, codes, ordinances and conditions of approval.

Ability to detect safety and other violations; read and interpret complex commercial plans and specifications; conduct thorough investigations, compile data and present clear, concise reports; correctly identify those issues which require confidentiality; have effective communication and

collaborative skills; 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.

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 driving motor vehicles, sitting, walking, balancing, bending, stooping, climbing, crouching or squatting, pulling or pushing, hearing or listening, handling, grasping, or pinching, reaching overhead, seeing, sitting, smelling, talking, twisting, etc.

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 involves both a general office environment and limited field activities. The performance of field work may require walking over various terrains including slippery and/or uneven surface and/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.***