



COLUMBIA COUNTY, OREGON

JOB TITLE: BUILDING OFFICIAL

DATE: OCTOBER 1, 2023

EXEMPT (Y/N):	Yes	CLASSIFICATION:	CSC
DEPARTMENT:	Land Development Services	JOB CODE:	P0117
SUPERVISOR:	Director, Land Development Services	SALARY RANGE:	E05
UNION (Y/N):	No	LOCAL:	N/A

GENERAL STATEMENT OF DUTIES: Plan, coordinate, supervise, and direct the activities of 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.

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 the 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 parts; arbitrate disputes between building inspection/plan review staff and the public; establish 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. Perform complex inspections, plan review, and site visits.

Contract with persons 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 contracted 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.



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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.

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

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

Assist the Director in the management of the day-to-day operations of the department.

Supervise staff, including assigning and reviewing work, evaluating performance, and training. Provide recommendations on hiring and on disciplinary action when appropriate. Handle employee complaints.

Assist in the departmental budget preparation process. Monitor fiscal operations of the department to remain within budgetary constraints. Research and pursue available funding options at the federal, state, and local level.

Follow all safety rules and procedures established for work areas. Comply with all relevant county policies and procedures. Ensure departmental compliance with 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: Directly supervise departmental employees.

- Discharge all supervisory responsibilities in accordance with the county's policies and procedures, collective bargaining agreements, and federal, state, and local laws.
- Coordinate all personnel functions with the Department Head.
- Ensure each departmental employee receives written, clearly stated goals and expectations.
- Ensure that each departmental employee is held accountable for meeting those goals and expectations and take corrective action if not met.
- Conduct regular, formal and informal, evaluations of departmental employees.
- Provide training opportunities for departmental staff.

SUPERVISION RECEIVED: Work is performed with considerable independence under the general direction of the Land Development Services Director who provides policy, procedure, and administrative direction and reviews performance.



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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 code technology or related field. Six years' increasingly responsible experience in building inspection, code administration or enforcement, or construction to include two years' experience as a Senior Building Inspector with supervisory or management responsibility. May have ten years' experience in construction as a construction superintendent or foreperson with supervisory responsibility. 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. 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. Should be self-aware in leading others and navigating challenging situations with grace and empathy. Open to diverse ideas and perspectives, willing to collaborate to find common ground.

CERTIFICATES, LICENSES, REGISTRATIONS: Must possess at time of hire: State of Oregon Inspector Certification (OIC) and be able to obtain Building Official (BO) certification within six months of hire. Possession of at least one State of Oregon A-level certifications in the following: Oregon Structural Inspection 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. Must possess a valid driver's license and be insurable under the county's liability policy.

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

Skill in permitting software programs and Microsoft Office products.

Ability to:

- Plan, implement, and evaluate department activities based on policy guidelines, regulations, and laws.
- Think conceptually and quickly to get to the heart of a problem.
- Set priorities and develop realistic solutions to problems.
- Express ideas effectively, both verbally and in writing. Use sound judgment and not be afraid to take reasonable risks.
- Adapt to change or new situations and openly acknowledge and work through conflict. Accept responsibility and be able to work well with ambiguity.



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- Work independently and as part of a team.
- Model positive behavior desired in others and promote collaboration and shared responsibility for departmental success. Look for opportunities for people to contribute, develop skills, take responsibility, and be trusted.
- Provide constructive feedback in a way that is sensitive to the emotions of others.
- 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.
- Detect structural, fire/life safety, and other violations.
- Read and interpret plans and specifications and to compare them with 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.

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.

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.***