



June 2008

## **BUILDING/HOUSING CODE COMPLIANCE OFFICER**

### **DEFINITION**

Under general supervision, performs a variety of routine to complex duties related to the City's code compliance program, including the identification, investigation, and correction of violations of the City's building and housing codes; performs routine to complex combination inspections of residential sites to enforce building, plumbing, mechanical, electrical, housing and environmental codes, and other governing laws and ordinances; ensures conformance with approved plans, specifications, standards, permits, and licensing; provides a variety of information to property owners, developers, architects, engineers, and contractors; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Inspection Supervisor. Exercises no direct supervision of staff.

### **CLASS CHARACTERISTICS**

This is a full journey-level class that performs the full range of duties related to inspection and administrative activities required to ensure compliance with City building and housing codes. In addition, this class performs the full range of duties related to participating in and conducting a variety of combination inspections. Responsibilities include conducting inspections of residential sites, enforcing compliance with regulatory codes, laws, and ordinances, and ensuring conformance with approved plans, specifications, standards, permits, and licensing. This class is distinguished from the Building Inspector II by performing code enforcement duties. This class is further distinguished from the Code Compliance Officer by performing residential building inspection duties that require additional certifications.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.*

- Receives, records, and investigates complaints from the public and staff regarding violations of municipal codes, ordinances, standards, and health and safety regulations; documents violations by securing photographs and other pertinent data; researches ownership records, prior complaints, municipal codes and ordinances, and state regulations to establish whether a violation has occurred.
- Initiates contacts with residents, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; initiates abatement of dangerous properties and resolves issues regarding potential health hazard issues of vacant properties; provides information to the public by telephone and in person regarding code regulations.

- Prepares notices of violation or noncompliance and citations according to applicable codes and regulations; issues letters to property owners notifying them of violations; as appropriate, affixes notices of violation on properties to abate safety hazards and public nuisances.
- Coordinates and conducts follow-up abatement procedures including the preparation of additional correspondence, site visits, and communication with property owners and attorneys; conducts follow-up investigations to ensure compliance with applicable codes and ordinances; prepares non-compliance cases for legal action; presents testimony at hearings.
- Makes drive-by or on-site inspections of residential areas; notes possible violations at other property sites during the course of field investigations.
- Provides information to the general public, business community, and other government agencies regarding codes, laws, and ordinances; responds to questions, complaints, and inquiries.
- Performs field inspections of new and existing residential properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, mechanical, plumbing, housing, access, life safety, and other functional elements.
- Confers with legal, fire, and public works staff regarding building, fire, life safety, zoning, and other code interpretations and applications; meets with City planning, building, engineering, police, and public works staff and legal counsel regarding complaints; coordinates activities with other staff and code compliance personnel.
- Performs final inspections on new residences.
- Writes “stop work” orders for work being done without permits or in an unsafe manner.
- Establishes and maintains accurate and complete case files; prepares and presents documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.
- Prepares and maintains variety of correspondence, reports, correction notices, and other written materials.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles, practices, methods, and techniques of building code violation investigation and compliance.
- Methods and procedures used in code compliance including citation issuance procedures, methods used to obtain various types of inspection warrants, and principles used to prepare legal documents.
- Practices for documenting inspections, correcting violations, and carrying through on court procedures.
- Principles, practices, methods, materials, techniques, and safety standards of building construction, building inspection, and structural design for commercial, industrial, and residential buildings.
- Building, plumbing, electrical, mechanical, life safety, energy, and related codes.
- Concepts and practices of plan review.
- Applicable Federal, State, and local laws, codes, regulations, and departmental policies governing the construction of assigned projects, as well as enforcement of housing codes.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Mathematical principles including algebra and geometry.
- Principles and procedures of record keeping.
- Modern office practices, methods, and computer equipment.
- Safe driving principles and practices.
- Basic computer applications related to work.

- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, contractors, and City staff, in person and over the telephone.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

**Ability to:**

- Interpret, analyze, apply, and explain laws, regulations, codes, and departmental policies governing the construction and inspection of buildings, as well as enforce building and housing codes.
- Review and analyze construction plans, specifications, and maps for conformance with City standards and policies.
- Detect faulty materials and workmanship and determine the stage of construction during which defects are most easily found and remedied.
- Understand and explain occupational hazards and standard safety practices necessary in the area of code compliance.
- Coordinate and deal with contractors, engineers, and property owners, as well as investigate code violations and respond to inquiries and complaints in a fair, tactful, and timely manner.
- Read, understand, and interpret construction blueprints, plans, and specifications.
- Prepare clear, effective, and accurate reports, correspondence, change orders, specifications, and other written materials.
- Effectively represent the department and the City in meetings with other departments, public and private organizations, and individuals.
- Maintain accurate and precise records.
- Make accurate mathematic computations.
- Understand and carry out oral and written instructions.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Education and Experience:**

*Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the twelfth (12<sup>th</sup>) grade supplemented by college-level coursework or technical training in construction technology, building inspection, or a related field, and three (3) years of responsible experience in code enforcement or inspecting residential, commercial, or industrial buildings.

**Licenses and Certifications:**

- Possession of a valid driver's license with satisfactory driving record.
- Possession of, or ability to obtain within six (6) months of appointment, International Code Council (ICC) Property and Housing Inspector Certification.

- State of Oregon Residential Building Inspector Certification (or an Oregon Inspector Certification (OIC)) combined with an International Code Council (ICC) Residential Building Inspector Certification.
- And *one* of the following:
  - State of Oregon Residential Mechanical Inspector Certification (or Oregon Inspector Certification (OIC)) combined with an International Code Council (ICC) Residential Mechanical Inspector Certification.
  - State of Oregon Residential Plumbing Inspector Certification.
  - State of Oregon Residential Electrical Inspector Certification.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to inspect various commercial and residential development sites, including traversing uneven terrain, climbing ladders, stairs, and other temporary or construction access points; to attend meetings and to operate a motor vehicle; vision to read printed materials and a computer screen, and make inspections; color vision to identify materials, structures, wires, and pipes; and hearing and speech to communicate in person, before groups, and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 40 pounds.

### **ENVIRONMENTAL ELEMENTS**

Employees work partially in an office environment with moderate noise levels and controlled temperature conditions, and partially in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives and contractors in interpreting and enforcing departmental policies and procedures.