



June 2008

BUILDING INSPECTOR I

DEFINITION

Under direct supervision, performs routine to complex combination inspections of residential building sites to enforce building, plumbing, mechanical, electrical, and environmental codes, and other governing laws and ordinances, including basic zoning, grading, and fire and safety regulations; 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 direct supervision from the Inspection Supervisor. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is the entry-level class in the Building Inspector series. Initially under close supervision, incumbents with basic construction and building inspection experience learn City systems and infrastructure, regulatory laws, codes, and ordinances, a wide variety of practices and procedures, and perform primarily residential inspections. As experience is gained, assignments become more varied and are performed with greater independence. This class is distinguished from the Building Inspector II in that the latter performs more complex work that requires advanced certifications, knowledge, skills, and experience.

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.

- 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, 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.
- Confers with and provides information to developers, engineers, architects, property owners, contractors, and others regarding code requirements and alternatives; attends pre-construction meetings; resolves complaints and problems.
- Writes “stop work” orders for work being done without permits or in an unsafe manner.
- Reviews damaged buildings for safe occupancy after fires or other occurrences.
- Conducts follow-up investigations to ensure compliance with applicable codes and ordinances; establishes and maintains accurate and complete case files; prepares documents and evidence for court proceedings and testifies in hearings and court proceedings, as necessary.

- Initiates contacts with residents, property owners, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; provides information to public by telephone and in person regarding code regulations.
- Prepares and maintains variety of correspondence, reports, correction notices, and other written materials.
- Represents the City in meetings with members of public and private organizations, community groups, contractors, developers, and the public.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles, practices, methods, materials, and tools used in building construction.
- Accepted safety standards and methods used in building construction for residential buildings.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Mathematical principles including algebra and geometry.
- Record keeping principles and procedures.
- Safe driving principles and practices.
- Modern office practices, methods, and computer equipment.
- 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, apply, and explain laws, regulations, codes, and departmental policies governing the construction and inspection of buildings.
- Apply principles and techniques of building inspection and basic structural design.
- 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.
- 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.
- 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 (12th) grade supplemented by college-level coursework in construction technology, building inspection, or a related field, and two (2) years as a general contractor in a variety of building construction activities or two (2) years of journey-level experience in the building trades. This work must have included significant public contact and the exercise of investigative or inspection skills.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Driver's License by time of appointment.
- Possession of State of Oregon Residential Building Inspector certification and Residential Mechanical Inspector certification (or an Oregon Inspector Certification (OIC) combined with an International Code Council (ICC) Residential Building Inspector Certification and an ICC Residential Mechanical 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.