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SENIOR BUILDING INSPECTOR

DEFINITION

Under general supervision, provides technical and functional direction and performs routine to complex plan review and combination inspections of residential, commercial, and industrial building sites to enforce building, plumbing, mechanical, electrical, and environmental codes, and other governing laws and ordinances, including 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 general supervision from the Inspection Supervisor. Exercises technical and functional direction over and provides training and guidance to staff as assigned.

CLASS CHARACTERISTICS

This is the advanced journey-level class in the Building Inspector series that performs the full range of duties related to participating in and conducting a variety of plan review and combination inspection activities. Responsibilities include reviewing plans, conducting inspections of residential, commercial, and industrial building 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 Inspection Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in building inspection.

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.

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; participates in performing complex plan check duties.
- Plans, schedules, prioritizes, and assigns inspections in consultation with the Inspection Supervisor; communicates status of inspections to appropriate staff, working cooperatively to schedule inspections in accordance with established priorities.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, codes, and regulations.
- Assists in the implementation of goals, objectives, policies, procedures, and work standards including recommending improvements; assists in developing work plans, procedures, and schedules.

- Oversees and performs field inspections of new and existing residential, commercial, and industrial properties for conformance to codes, regulations, plans, specifications, and standards related to foundations, framing, electrical, mechanical, plumbing, soil testing, 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.
- Performs final inspections on new residences and commercial projects.
- 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.
- Oversees and performs inspection of residential and commercial plans for completeness, accuracy, and code compliance for new construction, alterations, or remodeling for existing structures; ensures compliance with applicable codes and accepted engineering practices.
- 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, business representatives, and other parties to explain the nature of incurred violations and to encourage compliance with municipal codes, ordinances, and community standards; provides confirmation to the public by telephone and in person regarding code regulations.
- Prepares and maintains a 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 of supervision and training.
- 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.
- Occupational hazards and standard safety practices necessary in the area of building inspection and construction.
- Safe driving principles and practices.
- Mathematical principles including algebra and geometry.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- 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:

- Plan, schedule, assign, and oversee activities of staff; train others in work procedures.
- Understand, interpret, analyze, apply, and explain laws, regulations, codes, and departmental policies governing the construction and inspection of buildings.
- 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.
- Perform the entire range of combined building inspection activities with a minimum of supervision.
- Prepare clear, effective, and accurate reports, correspondence, 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 (12th) grade supplemented by college-level coursework or technical training in construction technology, building inspection, or a related field, and four (4) years of responsible experience inspecting residential, commercial, or industrial buildings.

Licenses and Certifications:

- Possession of a valid driver's license with satisfactory driving record.
 - 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 Certification) and a State of Oregon A-Level Structural Inspector Certification and A-Level Mechanical Inspector Certification (or an Oregon Inspector Certification (OIC) combined with an International Code Council (ICC) Commercial Building Inspector certification and an ICC Commercial Mechanical Inspector Certification).
- OR
- Possession of State of Oregon, Residential Plumbing Inspector Certification and Plumbing Specialty Code Inspector Certification.

OR

- Possession of State of Oregon Residential Electrical Inspector Certification and Electrical Specialty Code 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.