PURPOSE OF POSITION: Administer the City’s building code and nuisance abatement programs. Supervise personnel involved in building inspection and plans review. Inspect building construction in progress and at completion for compliance with building codes and ordinances; interpret and enforce building codes and ordinances.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.

1. Maintains regular job attendance and adherence to working hours.
2. Operates a motor vehicle safely and legally.
3. Direct, supervise and evaluate personnel assigned to the building code and nuisance abatement programs.
4. Conduct various supervisory tasks, including training, assigning and reviewing work, and effectively recommend disciplinary and personnel actions.
5. Evaluate, develop and implement programs, policies and procedures to improve the effectiveness and efficiency of unit responsibilities.
6. Ensure proper documentation of unit activities. Prepare budget reports and draft ordinances related to unit activities for information/action by others.
7. Make presentations to City Council, Planning commission and other groups as necessary. Address City Council concerning fee increases, policy changes and code adoption.
8. Make final interpretations of Uniform Building, Plumbing and Mechanical Codes, and City ordinances related to building. Provide code information to developers, engineers, contractors, homeowners, etc.
10. Review building plans and specifications and related structural construction or alteration, including review of engineering/architectural calculations for compliance with codes.
11. List changes to meet code standards and approve plans. Oversee the issuance of permits and monitor permit processing.

12. Participate in and contribute to the development review team process and meetings. Conduct field inspections and evaluate structures under construction, remodeling installations, or repair for compliance to building codes.

13. Approve or disapprove work, issue violation notices and prepare correction notices.

14. Respond to inquiries from the public, conduct contractor’s meetings, investigate and resolve violations and complaints related to building codes and ordinances.

15. Follow all safety rules and procedures for work areas.

16. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.

17. Maintain work areas in a clean and orderly manner.

MANDATORY REQUIREMENTS:

Education & Experience:
1. High diploma or equivalent.
2. Specialized training equal to two years college in Building Technology.
3. Five years inspection experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

Licenses & Certificates:
1. Possession of A-level Structural, Mechanical and Plans Review certifications, CABO One & Two Family Dwelling, Recreation Vehicle Park and Manufactured Homes certifications issued by the State of Oregon.
2. Possession of Building Official certification within one month of appointment.
3. Possession of valid driver’s license.

DESIRABLE REQUIREMENTS:
1. Possession of A-level Plumbing, Electrical or Fire-Life Safety certifications.
2. Previous experience as a Building Official.

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:
1. Thorough knowledge of current residential and commercial construction techniques, materials and practices which are used by the building construction industry; construction inspection methods; the Uniform Building Code, other State codes, and City ordinances, Manufactured Home Administrative Rules and related regulations sufficient to interpret and apply same.
2. City government policies and procedures.
3. Common personnel policies.
4. Government budget policies and procedures.
5. Principles and practices of management and supervision.
7. Reporting and disclosure requirements of government entities.

Skill in:
1. Supervising personnel, including training, assigning, and reviewing work, administering discipline, and conducting performance evaluations.
2. Planning, coordinating, and directing the operations of the Community Development Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures which promote a safe working environment and ensuring proper staff training in work safety.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Developing and implementing recommendations regarding work procedures and cost effective services.
7. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
8. Providing outstanding customer satisfaction (internally and externally).
9. Use of Microsoft Office and applicable specialized software.

Ability to:
1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City positively and effectively in meetings with others.
3. Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS OF POSITION:
1. While performing the duties of this position, the employee is frequently required to sit, stand, climb, crawl, communicate, reach and manipulate objects, tools or controls.
2. The position requires mobility over uneven terrain and at construction sites.
3. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds.
4. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as motorized vehicle, computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS: Approximately 75% of the work period is spent performing inspection or enforcement activities and would expose incumbent to all weather condition and construction sites with their related hazards.

SUPERVISORY RESPONSIBILITIES: Responsible for seldom over 2 FTE.

SUPERVISION RECEIVED: Works under the direction of the Community Development Manager.

Approved by City Manager: October 2010