



CITY OF TUALATIN
invites applications for the position of:

Building Inspector III/Plans Examiner

SALARY: \$36.14 - \$45.77 Hourly
\$2,891.20 - \$3,661.60 Biweekly
\$75,171.20 - \$95,201.60 Annually

OPENING DATE: 03/15/22

SUMMARY:



If you have experience in the construction field or if you have served as a Building Inspector or Plans Examiner in another city or county, consider this opportunity. Be part of a team driven to serve the public, intent on assisting our customers with integrity and fairness. Technical skills are essential but more importantly we seek those with a problem-solving attitude that know the value of good communication and collaboration with those they work with and serve.

If you're looking to make a difference in a thriving community, be part of an innovative and dynamic team of professionals, and be valued for your creative problem-solving skills, we'd love to meet you. If you desire a work environment that is flexible and cooperative, where you have a voice and can contribute to the quality and safety of structures in your community then we want to hear from you.

The Building Division operates as a collaborative team led by the Building Official. Building Inspectors play a critical role in guiding the success of Tualatin's development by providing professional project inspections and plan reviews. They are often seen as the face of the City and may be the only experience our customers have with City staff.

The ideal candidate will be dedicated to achieving both code compliance and a quality customer experience. They should possess high energy, good communication skills, sincerely enjoy plan review and inspection work, and desire the opportunity to grow in their profession. Please review the job details below, and consider joining our other highly qualified and motivated employees who share our city's common core values of integrity, respect, customer service, teamwork and problem solving.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

include the following. Other duties may be assigned.

Leads the work of other plans examiners and inspectors and assigns plans examiner section work load.

Assists in developing and monitoring time lines and reviews work upon completion and provides quality control.

May conduct training sessions, communicate policies and monitor applications and assists in maintaining development review guidelines.

Reviews construction plans and inspects residential, commercial, industrial, and other buildings during and after construction to ensure that components such as footings, floor framing, completed framing, and stairways comply with adopted building codes and reflect approved plans, specifications, and standards.

Assists in solving code related problems during both plan review and construction stages; evaluates and advises on alternative methods or materials to satisfy code requirements.

Holds pre-submittal and pre-construction meetings with architects, engineers, builders, owners and personnel from other divisions of the Department on complex projects.

Resolves conflicts related to plan review and inspections with employees and customers.

Observes conditions and issues notices for corrections to persons responsible for conformance. Obtains evidence and prepares report concerning violations which have not been corrected.

Interprets legal requirements and recommends compliance procedures to contractors, craft workers, and owners.

Keeps accurate inspection records and prepares reports for use by administrative or judicial authorities as required.

Conducts surveys of existing buildings to determine lack of prescribed maintenance, housing violations, or hazardous conditions.

Makes recommendations for changes in regulations governing building inspections where applicable. Reports and advises the Building Official on progress of projects.

Drives to job sites, city facilities, vendors, training programs, and meetings as necessary.

SUPERVISORY RESPONSIBILITIES: This job has no supervisory responsibilities. May be assigned as a lead person to direct specific work activities of other employees on specific projects as assigned.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations: Class A Certification (Oregon Building Codes Division) in the primary and secondary area of assignment. Possession of, or ability to secure possession of, a valid Oregon driver's license.

Technical Skills and Abilities: Considerable knowledge of two areas required and reasonable knowledge of the others:

Experience in use of permit tracking systems is required. Advanced ability to use computer hardware, printers, and associated software to conduct inspections, complete plan reviews, communicate and present information, track progress, and schedule projects.

- Laws, ordinances and specialty codes dealing with building construction; and planning standards and requirements.
- Inspection methods, practices and techniques pertaining to building construction and planning requirements.
- Methods and materials of building construction.
- Ability to review plans and specifications for conformance to various specialty codes.
- Ability to conduct on-site building or construction inspections. Ability to interpret codes, regulations, laws and ordinances related to building inspections.
- Ability to communicate clearly both orally and in writing. Ability to tactfully enforce codes and regulations.
- Ability to maintain accurate records. Ability to read and interpret specifications, blue prints and diagrams.
- Ability to establish and maintain effective working relationships with the public and other employees.

EDUCATION and/or EXPERIENCE: Education and experience equivalent to four (4) years of formal education, training, and/or experience in construction management, architecture, structural engineering, building design, construction inspection, and/or plan review providing the knowledge, skills, and abilities necessary to perform the essential functions of the position as determined by the Building Official. Minimum of two (2) years' experience at the Building Construction Inspector II level.

PHYSICAL DEMANDS & WORK ENVIRONMENT: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to wet and/or humid conditions and fumes or

airborne particles. The employee is occasionally exposed to moving mechanical parts; high, precarious places; toxic or caustic chemicals; extreme cold; extreme heat; risk of electrical shock and vibration. The noise level in the work environment is usually loud.

ADDITIONAL INFORMATION:

How to Apply:

Applications must be filed online at www.tualatinoregon.gov. No e-mailed, mailed, or faxed applications or resumes can be accepted. The position is open until filled. First review of applications on March 28th and weekly thereafter.

If you have a general question regarding the recruitment process, contact Human Resources at recruitment@tualatin.gov. If you have position specific questions, please contact our Building Official, Suzanne Tyler, at styler@tualatin.gov.

Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes from a less traditional background. The City will consider any equivalent combination of knowledge skills education and experience to meet minimum qualifications. If you think you are interested in applying, we encourage you to think broadly about your background and skillset for the role.

The City of Tualatin requires all employees to complete their COVID-19 vaccination series or have an approved exception to the requirement due to a medical condition or sincerely held religious belief. Successful candidates for this position must submit vaccination documentation or be approved for an exception prior to their first day of employment. Failure to provide proof of full documentation or receipt of an approved exception will lead to withdrawal of the job offer.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.tualatinoregon.gov>

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Position #2022-00010
BUILDING INSPECTOR III/PLANS EXAMINER
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