

Position: Senior Building Inspector	AFSCME Union
Department/Site: Community Dev/Building Division	FLSA: Non-Exempt
Evaluated by: Building Official	Salary Grade: 42

Summary

Receives and reviews building plans and conformance with applicable codes and regulations governing the construction or alteration of commercial and residential structures. Performs site inspections of residential, commercial and industrial buildings and structures of all types in the process of construction, alteration, or repair for compliance with applicable codes, approved plans and specifications, safe construction practices, and other regulations and ordinances related to the safety, health and welfare of the public.

Distinguishing Career Features

The Senior Building Inspector is part of a three-tiered career path encompassing building safety inspection. The Building Inspector II must possess Certifications from the State of Oregon as a 1 and 2 Family Dwelling Building and Mechanical Inspector or ICC Residential Building and Mechanical Inspector, and a State of Oregon Inspector Certification, a State of Oregon 1 and 2 Family Plans Examiner Certification and State of Oregon Manufactured Dwelling Inspector Certification. Advancement to Building Inspector II requires a combination of two Oregon State "A" Level Certifications as well as the above listed Residential Certifications or ICC Inspector Certifications with an Oregon Inspector Certification. Advancement is possible to a Senior Building Inspector with additional Certifications listed below plus the demonstrated ability to lead a small team of inspectors.

Essential Duties and Responsibilities

- Performs technically challenging, complete inspections, such as those involving commercial and industrial building, or service-oriented buildings with state-of-the-art infrastructure.
- Inspects buildings, heating and ventilating systems, retaining walls, fences, towers, swimming pools and other structures in the process of construction, remodeling or repair; determines if the structure meets approved permit, plans, specifications, applicable codes and special inspection requirements.
- Inspects sites and buildings prior to remodeling to determine validity of permit application and compliance with zoning restrictions. Requires corrections to be made when deficiencies are discovered. Assists builders, owners, engineers and architects in determining how corrections may be made to achieve code compliance.
- Inspects dangerous structures subject to Code Enforcement action. Inspects damaged or deteriorating buildings to determine needed repairs. Investigates alleged violations of building and zoning ordinances.

Essential Duties and Responsibilities continued

- Investigates and resolves complaints involving improper workmanship, safety problems, or nuisances related to construction projects. Refers only the extraordinary situations to higher authority as necessary.
- Prepares reports of field inspections. Documents status, nature of compliance or deficiency and recommended correction or course of action. Enters necessary data into computerized permit system.
- Conducts pre-construction meetings with developers, contractors, engineers, architects and other staff to explain special inspection requirements for specific projects.
- Examines plans, drawings and specifications for proposed construction projects within the scope of expertise required of this position, usually structural, mechanical and life safety aspects. Works with customers to resolve difficulties or violations of codes.
- May issue building permits for fully examined and approved plans including fee calculations and collection based on size, type and method of construction.
- Performs other duties as assigned that support the overall objective of the position.
- Conducts separate, yet concurrent reviews of construction documents for buildings to evaluate and determine compliance with the state building codes and other regulations including standards for structural adequacy, energy conservation and accessibility.
- Answers questions and interprets complex code, legal, technical and procedural concepts orally, graphically and in writing to a diversity of technical and non-technical people with a wide range of expertise and attitudes and resolves conflicts.
- Consults with a wide range of professionals and non-professionals on compliance matters and stages of the development review process.
- Maintains up-to-date knowledge of trends in construction methods and materials and changes in codes.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

- Requires thorough knowledge of provisions of the Oregon Structural Specialty Code, Oregon Mechanical Specialty Code, Oregon Electrical Specialty Code, Oregon Plumbing Specialty Code, Oregon Residential Specialty Code and related City regulations. Requires working knowledge of the practices and materials used in building construction. Requires working knowledge of the practices and materials used in building construction. Requires knowledge of and skill at using a computer and common office productivity software to access and store information. Requires special skill in evaluating construction methods reading and interpreting construction documents. Requires sufficient English language skill to write reports and document inspections. Requires sufficient human relations skill to explain technical building information and code requirements to knowledgeable and laypersons, and to resolve conflict with others in a positive manner. Requires sufficient math skill to read and record required calculations.

Abilities

- Requires the ability to carry out the essential functions of the position. Requires the ability to read and interpret plans, drawings, and engineering specifications and apply them to codes, regulations and ordinances. Requires the ability to learn and apply Federal, State and City regulations, codes, laws and ordinances for structural, electrical, plumbing fire and mechanical building safety. Requires the ability to observe and document code compliance. Requires the ability to work cooperatively with the general public. Requires the ability to work as contributing member of the team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

Physical Abilities

- Requires the ability to function in an indoor or outdoor environment engaged in work of primarily a moderately active nature. Requires cardiovascular fitness to walk 400 yards over varying terrain. Requires sufficient ambulatory ability to move about to office and outdoor field locations and to bend, stoop, reach and climb. Requires auditory ability to carry on ordinary and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings and other printed material and computer screens, observe moving objects and observe physical payouts. Requires manual and finger dexterity to write and to operate computers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to observe construction and perform counter work.

Education and Experience

- The position requires the equivalent to an Associate's Degree in a building or engineering science plus four years of constructing or inspection experience in Structural and Mechanical inspections.

Licenses and Certificates

- Requires a valid driver's license. Two "A" Level Certifications or ICC Residential Certifications or ICC Certifications with Oregon Inspector Certification and Manufactured Dwelling Inspector Certification.

Working Conditions

- Work is performed indoors and outdoors where some safety considerations exist from climbing and unstable surfaces.

This job/class description describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps and skills required of the job.