



## CITY OF SANDY JOB DESCRIPTION

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<b>POSITION TITLE:</b>	Building Official
<b>DEPARTMENT:</b>	Development Services
<b>FLSA STATUS:</b>	Non-exempt
<b>SALARY GRADE:</b>	H
<b>REPRESENTATION:</b>	None

### **GENERAL POSITION SUMMARY:**

Conduct inspections and plan reviews for building, plumbing, and mechanical. Administer the City's building code program and make final interpretations of Oregon Building Code and city ordinances related to building and construction activities. Enforce building codes and ordinances; coordinate building permit and plan review process.

### **ESSENTIAL JOB FUNCTIONS:**

- Administer, interpret, and enforce the provisions of the Oregon building codes, administrative rules and applicable municipal regulations as they apply to development processes.
- Read and interpret construction plans to ensure compliance with approved plans and specifications.
- Perform structural, mechanical, fire and life safety building plan reviews, including review of engineering/architectural calculations. Recommend changes to meet code standards and approve plans. Oversee the issuance of permits and monitor interdepartmental permit processing.
- Perform field inspections.
- Organize, prepare and maintain accurate logs, reports, records of inspections and plan to review activities.
- Analyze and recommend improvements to existing inspections, plan review and code applications and procedures; monitor the status of on-going and in-progress projects, systems and services.
- Respond to questions and complaints regarding codes and regulations, inspection schedules, inspection results and code compliance requirements.
- Confers with and provides information to developers, engineers, architects, property owners, contractors and others regarding code requirements and alternatives; resolves complaints and problems.
- Prepare correspondence and notices regarding conformance to code and ordinances, responding to contractors, engineers and others.
- Work with builders, architects, developers and property owners to ensure construction, remodeling or repairs are in compliance with approved plans and building codes. Conduct final inspection as necessary. Provide information to the public on new programs and rule interpretations. Make final interpretations on Oregon Building Code and City ordinances. Provide code information to developers, engineers, contractors, homeowners, etc. Respond to citizen inquiries and complaints, investigate and resolve violations and complaints. Follow all safety rules and procedures established for work areas.

- Perform other duties as assigned that support the overall objective of the position.

**JOB SPECIFICATIONS:**

Associate degree in Building Inspection Technology or related field and five years of building inspection experience, depending upon assignment; or an equivalent combination of building inspection experience sufficient to successfully perform the essential duties of the job as listed above. Must possess a high school diploma or general equivalency diploma (G.E.D)

**Mandatory Requirements:** (*Ability to obtain within six (6) months of hire*)

- State of Oregon certification as a building official
- State of Oregon certification Inspector certification (OIC)
- Completion of the ICC Building Official Legal Management Exam
- State of Oregon certification as an “A” level Plans Examiner
- State of Oregon Fire and Life Safety Plans Examiner
- State of Oregon certification as an “A” level Structural Inspector
- State of Oregon certification as an “A” level Mechanical Inspector
- One- and two-family certification for structural, Mechanical and plumbing
- Manufactured Dwelling Inspection certification

**Desirable Certifications:**

- Minimum of four years of public sector management or supervisory experience; or any equivalent combination of education and experience.
- State of Oregon certification as an “A” level Plumbing Inspector or Residential and/or Specialized Plumbing Inspector.
- Residential Energy Inspector/Plans Examiner Certification
- Medical Gas Inspector certification
- Residential Electrical Inspector
- SEI Inspector

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:**

Construction methods, materials, tools and equipment used for residential, commercial and industrial projects.

- Knowledge of practices, principles and procedures of the Oregon Structural and Mechanical Specialty Codes, and other codes and ordinances applicable to area of assignment.
- Inspection techniques for mechanical, plumbing, structural and engineering construction in area of assignment.
- Applicable laws, codes, ordinances and regulations.
- Standards, methods and practices applicable to City inspections.
- Computer applications related to the work.
- Techniques for effectively representing the City and department.

- Techniques for dealing with and solving problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.
- Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
- Ability to exercise good judgement, courtesy, patience, and tact in public contact and problem resolution.
- Ability to plan, organize and oversee multiple assignments and evaluate the work of others.
- Excellent interpersonal verbal, written and phone skills.
- Excellent customer service skills.
- Must be able to professionally handle angry and disgruntled customers.

The inspector is required to continue education in appropriate field and remain current in code changes through approved course which earn affirmation credits.

**SPECIAL REQUIREMENTS/LICENSES:**

- Possession of, or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record.

**SUPERVISION RECEIVED:**

Works under the direction of the Development Services Director

**SUPERVISORY RESPONSIBILITIES:**

This position works closely with the Permit Technician (I and/or II) and On-Call Building Inspector, but supervision is not a function assigned to this position. May provide training and orientation to newly assigned department personnel.

**PHYSICAL DEMANDS:**

The physical demands 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 job functions.

- Requires the ability to function in an indoor or outdoor environment engaged in work of primarily a moderate active nature.
- Requires cardiovascular fitness to walk 400 yards over varying terrain.
- Requires auditory ability to carry on ordinary and telephone conversation.
- Requires near and far visual acuity to read detailed maps, drawings, other printed material, computer screens, observe moving objects, and observe physical layouts.



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- Requires the ability to alternate sit and stand for sustained periods of time to observe construction and perform counter work.
- Requires sufficient ambulatory ability to move about an office and outdoor field locations and to kneel, crouch, bend, and climb.
- Requires the ability to move materials weighing up to 15 pounds frequently, and infrequently weighing up to 50 pounds.
- Manual dexterity and coordination are required less than 50% of the typical work period

**TOOLS AND EQUIPMENT USED:**

- General office computer/equipment including, but not limited it, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, calculator, and telephone.

**WORK ENVIORNMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed indoors and outdoors where some safety considerations exist from climbing and unstable surfaces.
- Due to the nature of position, hours may be subject to variability that include some evening and weekend work. Attending City Council meetings and other City outside of normal business hours is also required as needed.
- Work duties involves frequent travel by motor vehicle to site to make inspections.

*This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.*

**Kelly O’Neill Jr.**  
Development Services Director

Revised: 04/16/2016, 04/03/2017, 06/13/2017, 8/2020, 8/2022

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*

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**Employee**

**Date**