



# JOB DESCRIPTION

<b><i>Title</i></b>	<b>Building Inspector I</b>	<b><i>Created</i></b>	
<b><i>Department</i></b>	Community Development	<b><i>Revised</i></b>	Aug. 2015
<b><i>Job Class</i></b>	A 20	<b><i>Safety Sensitive</i></b>	Yes
<b><i>Labor Union</i></b>	AFSCME Local 2746 Courthouse/Roads	<b><i>FLSA</i></b>	Non-exempt

## ***Purpose***

Inspect residential and commercial buildings and plans for compliance with applicable state and county codes.

## ***Essential Functions***

- Inspect the materials of commercial, industrial, public, residential, and related buildings of all complexities for compliance with the state adopted codes:
  - Inspect footings, foundations, framing, mechanical and structural systems and components of concrete, metal, brick and wood buildings; determine compliance with approved plans and applicable codes;
  - Review construction plans for code compliance;
  - Inspect for fire and life safety codes compliance;
  - Inspect building locations for compliance with county zoning regulations and construction specifications;
  - Make final inspection for buildings; complete occupancy permits for commercial, industrial, residential, and public buildings.
  - Check licenses to insure compliance with State of Oregon laws.
- Maintain inspection records; record code violations, post notices at job sites; file formal reports against builder for non-compliance to notices; prepare departmental reports.
- Confer with builders, contractors, and other permit applicants regarding code requirements, inspection procedures, and violations.
- Consult with supervisor, plans examiners, and other inspectors on code interpretations, inspection problems, and related issues; keep abreast of code changes.
- May testify in court in cases of non-compliance.
- Perform related duties as assigned.
- Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

## ***Knowledge, Skills and Abilities***

Knowledge of the State of Oregon structural, mechanical, electrical, plumbing and manufactured home codes; knowledge of commercial, industrial, and residential construction materials and methods, and the tools, practices, and methods of the electrical and plumbing trades; knowledge of zoning regulations.



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Ability to interpret codes and apply them to specific installations and sites; ability to detect structural fault and safety violations, and evaluate construction of commercial, industrial, and residential construction; ability to interpret plan specifications and compare them to construction in progress; ability to establish and maintain cooperative working relationships with individuals, whether members of the public or coworkers, from diverse groups and backgrounds; ability to maintain complete and accurate records; ability to communicate effectively orally and in writing.

## ***Experience and Training***

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge ability would be through at least three years of a combination of training and experience in construction, a construction inspection technology degree or a combination thereof.

## ***License or Certificate***

Must possess a driver's license valid in the State of Oregon and have an acceptable driving record. Must have at least the following minimum State of Oregon Certifications: Oregon Inspector Certification (OIC), Residential Building, Residential Mechanical, Residential Plumbing and/or Residential Electrical.

## ***Additional Specialty Requirements***

Four years of experience in the inspection or construction of concrete, metal, brick, and wood commercial buildings; or at least two years of technical education and two years of experience as a residential, small commercial inspector; or at least five years combination of experience and education with at least one year of experience in a building design profession, or any equivalent combination of experience and training acceptable to the state Building Codes Division for A level test eligibility.

## ***Supervisory Responsibility***

Supervision is not a normal responsibility of this position.

## ***Supervision Received***

Work under the general supervision of the Building Official who assigns duties and reviews work.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

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