

City of St. Helens

Job Title: BUILDING OFFICIAL
Department: Community Development
FLSA Status: Exempt
Union: No
Date Revised: September 2, 2015

GENERAL PURPOSE

Performs a variety of routine and complex technical work in building, plumbing, and mechanical inspection work to insure Oregon Building Code, Oregon Plumbing Code, and Oregon Mechanical Code and other related codes are met.

SUPERVISION RECEIVED

Works under the general supervision of the Community Development Director.

SUPERVISION EXERCISED

May exercise supervision over Building & Administration Secretary, Building Inspectors, part-time, temporary or other staff as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following, but are not limited to:

- Enforces building, plumbing, mechanical and related local codes as adopted such as signs, sprinkling, nuisance, clearing, grading, filling, and zoning, etc. Issues correction notices and citations.
- Performs on-site inspections on footings, foundations, framing, plumbing, and mechanical systems.
- Examines general framing and structure of buildings to ensure code compliance with plans and permits.
- Performs plumbing inspections of all plumbing fixtures examining for vent size, grade and size of pipe and examines all joints for proper sealing to ensure there are no leaks, etc. Observes water tests on all completed plumbing, examining for sealing and leakage, etc.
- Performs the duties of plans examiner.
- Maintains records of building and plumbing inspection activity. Issues certificates and permits as appropriate.
- Assists in researching problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing.
- Interprets codes in the field. Authorizes acceptable alternative methods of code compliance within limits of authority.

- Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
- Performs or assists subordinates in performing duties; Responds to errors and complaints.
- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers and other interested parties.
- Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations.
- Coordinates plan reviews, inspections, and enforcement actions.
- Conflict resolution between inspector and builder.
- Attends City Council work sessions.
- Responsible for budgeting expenses for department.
- Required attendance to pre-application meetings.
- Ability to work cooperatively with staff, public and the building community.
- Ability to educate the public on code and compliance related matters.

PERIPHERAL DUTIES

- Perform performance reviews for staff.
- Set up weekly staff meetings.

MINIMUM QUALIFICATIONS

Education and Experience:

- a. Graduation from a standard senior high school or GED equivalent, supplemented by two years of post-secondary college or technical instruction in building technology, construction management , mechanical, electrical, plumbing or building construction, and
- b. Five years of experience in general construction and related fields, or
- c. Any equivalent combination of education and experience on a year for year basis.

Necessary Knowledge, Skills and Abilities:

- a. Thorough knowledge of Oregon building codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry
- b. Considerable knowledge in carpentry work, cement work, and plumbing, and skill in applying knowledge of international building codes as adopted by the State of Oregon and amended by the City of St. Helens, zoning and land use applications.
- c. Skill in the operation of the listed equipment.
- d. Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public.
- e. Ability to read and understand complicated plans and blueprints.
- f. Ability to communicate effectively orally and in writing.

Certifications Required:

- a. Building Official;
- b. Oregon Residential Plans Examiner;
- c. Current Oregon Inspector Certification

- d. One A-Level Certification; and
- e. One Residential Structural Certification.

Possess or be able to obtain the following certifications within six months of employment:

- a. A-Level Structural Inspector;
- b. A-Level Plans Examiner;
- c. Plumbing Inspector;
- d. Mechanical Inspector;
- e. C-Level Plans Examiner;
- f. C-Level Plumbing Inspector; and
- g. C-Level Mechanical Inspector.

Desired Certifications:

- a. A-Level Plumbing Inspector;
- b. A-Level Mechanical Inspector; and
- c. A-Level Fire & Life Safety Plan Review.

SPECIAL REQUIREMENTS

A valid Oregon state driver's license or ability to obtain one by start of employment.

TOOLS AND EQUIPMENT USED

Motor vehicle; computer; phone; ladder or scaffolding; tape measure; moisture meter; water temperature sensor; pressure gauges; and levelers.

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 functions.

Work is performed partially in an office setting, but outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, or risk of electrical shock.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The 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.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Building Official job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____