



Effective: 03/31/2020  
City of Sweet Home  
Building Inspector/Official Job Description  
Non-Exempt

AFSCME: SW 2A 18 JANUARY 2021

City Manager: Pam Young 05 NOV 2020

## **BUILDING INSPECTOR/OFFICIAL**

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity, and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

### **A. SUMMARY:**

Performs inspection services for residential and/or commercial/industrial construction projects to ensure compliance with state and local codes and ordinances applicable in Sweet Home. Performs routine to complex duties of building and/or plans examiner and other duties as required.

Work is performed within established departmental policy and procedures, state statute, Oregon Uniform Building, Mechanical, Plumbing Codes, city codes, zoning regulation, building inspection and engineering reference material, and manufacture manuals.

### **B. SUPERVISION RECEIVED AND EXERCISED:**

This position has no supervisory responsibilities. The Building Inspector/Official reports directly to the Community and Economic Development Director. Recurring routine assignments are independently performed by Building Inspector/Official.

**C. EXAMPLES OF DUTIES:** The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Inspect and evaluate structures while being constructed, remodeled or repaired in areas of structural, mechanical and/or plumbing
2. Approve or disapprove work, write correction notices or issue stop work order when appropriate
3. Assure construction, remodeling or repair in compliance with approved plans and state building, mechanical, and plumbing codes
4. Conduct final inspection
5. Inspect and approve manufactured home installations, i.e. blocking, decking, sewer, water, and electrical connections
6. Responds to inquiries and complaints from the community
7. Performs other duties as assigned by Community Development Director

## **D. QUALIFICATIONS**

### **Knowledge of:**

1. Knowledge of building construction, mechanical and plumbing principles, practices, and procedures as applied to industrial, commercial, and residential construction
2. Knowledge of structural design and engineering principles, practices and procedures as relate to industrial, commercial, and residential plans and specifications to determine structural soundness
3. Knowledge of construction and manufactured home inspection methods
4. Knowledge of ORS, OAR, Oregon Specialty Codes, city codes and zoning regulations that govern building, mechanical, plumbing inspections
5. Knowledge of structural engineering/design to determine structural soundness of plans and specifications
6. Knowledge of management/coordination of building division program and projects

### **Ability to:**

1. Ability to read and interpret blueprints, plans, and specifications
2. Ability to conduct plans examination inspections, document findings, determine corrective actions, and implement compliance
3. Ability to recognize needed repairs, scheduled and unscheduled, and planning accordingly
4. Ability to perform mathematical computations related to construction estimating
5. Ability to deal effectively with people
6. Ability to effectively communicate technical information to people with limited to extensive knowledge of the field
7. Ability to use a personal computer and related software to perform the essential functions of the position
8. Ability to use judgment in choosing and interpreting appropriate guidelines
9. Ability to establish and maintain records and reports and monitor budget expenditures
10. Ability to understand and follow oral and written instructions in the English language
11. Ability to form efficient and effective working relationships with the community and peers
12. Ability to define problems, collect data, establish facts, and draw valid conclusions
13. Ability to understand reasons and intent of the codes
14. Ability to demonstrate reasonable judgement in the application of the codes
15. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations
16. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
17. Ability to write reports, business correspondence, and procedure manuals
18. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
19. Ability to establish and maintain effective working relationships with other employees and the general public; maintain records, compile and present progress reports and interpret plans

## **E. WORK ENVIRONMENT/PHYSICAL DEMANDS**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Occasional ability to lift, carry, and put away parcels weighing up to 50 pounds each
2. Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout day
3. Ability to climb ladders, scaffolding, crawl under buildings and into attics
4. Physical stamina to sustain long workdays, including early morning and evening meetings, as necessary
5. Ability to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell
6. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus
7. The employee is frequently exposed to wet and/or humid conditions and other outside weather conditions
8. The employee is occasionally exposed to high, precarious places; fumes or airborne particles; and moving mechanical parts; toxic or caustic chemicals; and risk of electrical shock.
9. The noise level in the work environment is usually moderate.

## **EXPERIENCE AND EDUCATION**

### **Experience**

Five years of continuous experience in general construction and related fields or any equivalent combination of education and experience which ensures the ability to perform the work.

### **Education**

Associates Degree in Building Inspection Technology required  
Associates Degree in Engineering is preferred

## **LICENSE AND CERTIFICATE**

A valid State of Oregon Motor Vehicle Driver's License is required.

Oregon Inspector Certification (OIC) – Residential Plumbing Inspector Certification, Manufactured Structure Installation Inspector Certification, Park and Camp Inspector Certification

International Code Council Certification (ICC) – Residential Building Inspector Certification, Residential Mechanical Inspector Certification, Commercial Building Inspector Certification, Commercial Mechanical Inspector Certification, Commercial Building Plans Examiner Certification.

Building Official certifications, including OIC and ICC Building Official/legal management exam within six months of hire is required.

Other OIC or ICC certifications are desirable

