

# City of St. Helens

**Job Title:** BUILDING INSPECTOR I  
**Department:** Community Development  
**FLSA Status:** Non-Exempt  
**Union:** Yes  
**Date Revised:** April 2, 2007

## **GENERAL PURPOSE**

Performs a variety of routine and complex technical work in building inspection work to ensure Oregon Structural Specialty Code and other related codes and standards are met.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Building Official.

## **SUPERVISION EXERCISED**

None generally. May exercises supervision over part-time, temporary or other staff as assigned.

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

- Enforces building related codes, including Oregon Structural Specialty Code, Oregon Residential Specialty Code, and local codes such as grading, filling, and zoning, etc.
- Issues correction notices and citations.
- Performs on-site inspections of footings, foundations, framing, plumbing, mechanical systems, etc.
- Examines general framing and structure of buildings to insure that the building complies with the appropriated Specialty codes and the approved plans.
- Maintains records of building and inspection activity, and completes related reports. 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, sensitive, and political building issues.
- Assists in resolving complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions

## **PERIPHERAL DUTIES**

- Assists in administering the permitting function, including application processing, fee assessment and collection, and permit issuance.
- Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other

interested parties. Assists the Board of Appeals as needed, and providing required information.

- Review proposed subdivisions for code compliance.
- Performs the duties of a plans examiner, mechanical, or plumbing inspector as needed and qualified.
- Sprinbrook permitting program contact person for programming and development of permit program

## **DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

- a. Graduation from a standard senior high school or GED equivalent, and
- b. Four years of experience in general construction and related fields, or
- c. Any equivalent combination of education and experience.

Necessary knowledge, Skills and Abilities:

- a. Thorough knowledge of International Building and general construction codes, and a thorough knowledge of carpentry; considerable knowledge in carpentry work, cement work, and skill in applying knowledge of International building codes, land development applications.
- b. Skill in the operation of the listed equipment.
- c. Ability to work well with the public and with local contractors; ability to read and understand complicated plans and blueprints; ability to communicate effectively orally and in writing.

## **SPECIAL REQUIREMENTS**

A valid state driver's license, or ability to obtain one by start of employment. Level C Certification from the State of Oregon Building Codes Agency in structural, mechanical, plumbing and manufactured home inspection and state of Oregon inspector certification.

## **TOOLS AND EQUIPMENT USED**

Personal computer, including word processing and permitting software; motor vehicle; 10-key calculator; phone; ladder or scaffolding; tape measure.

## **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 in an office settings and outdoor work is required in the inspection of various land use developments and construction sites. Hand-eye coordination is necessary to operate computers and 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 25 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 airborne particles.

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 Inspector I 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: \_\_\_\_\_