



WORKING TITLE: ASSISTANT BUILDING OFFICIAL	CLASSIFICATION: ASSISTANT BUILDING OFFICIAL
DEPARTMENT: PLANNING	DIVISION: PLANNING
PAY RANGE: NBYCM 25	FLSA CATEGORY: EXEMPT
PHYSICAL REQUIREMENTS: ATTACHED	WORKERS COMP CODE: 9410
PPE: PER WORK LOCATION	REVISION DATE: AUGUST 2019

JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Assists the Building Official in the direction the building office functions; provides plans review, compliance with applicable mechanical, structural, plumbing, electrical, and specialty codes required of new construction, and alteration and repairs of existing structures. Work includes planning, organizing, and achieving the goals and objectives of the building office and coordinating them with the overall purpose of the department of planning and development. There is considerable contact with private citizens, building contractors, and officials of state and local government agencies to assure compliance with the Oregon Uniform Building Code and related regulations.

SUPERVISION RECEIVED:

Works under the supervision of the Building Official.

SUPERVISION EXERCISED:

May assist in providing direction and training to subordinate building inspectors and other administrative support personnel as directed by the Building Official.

DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:

- Interprets, provides information and advice to contractors, builders, and the general public on all aspects of the Oregon Uniform Building Code and related regulations and county ordinances.
- Reviews blueprints, plans, and sketches submitted with permit applications; determines code conformance and reviews cost estimates; lists and explains discrepancies and deficiencies of plans to contractors and the public; approves plans after corrections and issues building permits.
- Performs on-site inspection of residential and commercial building construction to ensure compliance with applicable codes; verifies construction is according to approved plans; checks site locations for proper set-backs; inspects, as certified, plumbing, heating, cooling, structural and mechanical systems for compliance with regulations and safety requirements.
- Conducts final inspection of completed work; gives official approval to acceptable

structures and installations, and rejects unacceptable work.

- Participates in meetings with building contractors and the general public to discuss problem areas involved in construction authorized by permits, actions of field inspectors, questions regarding building use or general guidance and interpretation of various state codes.
- Investigates building code violations, complaints and official reports, checks hazardous conditions; writes correction notices; issues "stop work" orders; completes inspection forms.
- Assists the Building Official in the supervision of Building Inspectors and administrative support personnel. Plans, organizes, prioritizes, assigns, and reviews the work of staff involved in building construction inspection and codes enforcement. Establishes work goals and project plans.
- Performs related administrative tasks such as answering correspondence, preparing periodic activity reports, and directing the work of a subordinate staff.
- Performs other related work as assigned.

JOB SPECIFICATION

KNOWLEDGE OF:

- Current residential and commercial construction techniques, materials, and practices which are used by the building construction industry.
- Construction inspection methods.
- Oregon Uniform Building Code, Mechanical Code, Plumbing Code, Mobile Home Administration Rules, and related regulations.
- Current literature, trends, and developments in the building construction industry.

SKILL IN:

- Conducting structural, mechanical, plumbing and electrical inspections.
- Communicating orally and in writing.
- Time management.
- Interacting with the public and others in a courteous and tactful manner.

ABILITY TO:

- Learn principles of supervision and organization.
- Read, interpret and apply the Oregon Building Code and pertinent county ordinances and regulations.
- Work independently and delegate responsibility.
- Detect and locate possible defects and flaws in building construction and to initiate satisfactory corrective measures.
- Review plans and specifications and to determine conformance with established standards.
- Write clearly and concisely.
- Interact courteously and tactfully with co-workers and the public.
- Establish and maintain effective working relationships with superiors, subordinates, other county employees, representatives of State agencies, building contractors, and the public.

- Physical strength and agility sufficient to perform the work.
- Attend work as scheduled and/or required.

MINIMUM EXPERIENCE AND TRAINING:

Two years of increasingly responsible experience at a level equivalent to a Building Inspector is required. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above.

Certification by the Oregon State Department of Commerce, Building Code Division for Building Official, A-level plans review, Structural and Mechanical Inspection, Fire and Life Safety Plan Review, park and camp inspections, 1 and 2 Family Structural, Mechanical, and Plumbing.

Possession of a combination of A, and C level plans examiner, structural inspector, mechanical inspector and plumbing inspector certificates as required by the position. Possession of building official, mobile home set-up, and mobile home plumbing certificates, as required by the position.

OTHER REQUIREMENTS:

Ability to secure and maintain a driver's license valid in the state of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070.

May be subject to successful completion of a background check.

WORK ENVIRONMENT/PHYSICAL DEMANDS SUMMARY:

The incumbent typically works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office. Work also may involve travel to meetings. Incumbent may encounter frequent interruptions throughout the work day.

The employee is regularly required to sit, talk, or hear; frequently required to use repetitive hand motion, handle or feel, and to stand, walk, reach, bend or lift up to 20 pounds

Contact with the public may risk exposure to irrational/hostile behavior, contagious diseases, or contact with domestic animals.

The physical demands 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.

This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job

change.

The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.