

CITY OF MILWAUKIE

CLASSIFICATION: BUILDING INSPECTOR

Department: Community Development Grade Number: 13(63) FLSA: Non-exempt
Location: Johnson Creek Blvd Union: AFSCME (if over .5 FTE) EEO Category: 7 – Skilled Craft

DESCRIPTION:

This position inspects building plans, construction, and existing occupancies for compliance with building regulations; enforces building codes and zoning regulations; does related code enforcement work as required for both residential and commercial buildings. This position reports directly to the Building Official.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Reviews building plans, and inspects permitted construction projects to ensure compliance with applicable codes and approved plans. Coordinates processing of permit applications, and issues certificates after fulfillment of application requirements and compliance with rules/regulations.
2. Acts as building codes technical expert to developers, contractors, in-house staff, and general public. Responds to questions. Proactively advises customers, when possible, to alert them to technical issues/problems.
3. Coordinates with City staff, consultants, engineers, builders, developers, architects, and the public as necessary regarding building plans, inspection results, and code requirements. Attends pre-application and pre-construction meetings.
4. Issues stop work orders, and takes other appropriate action as authorized by the Building Official, where construction is not permitted or contravenes issued permits or applicable codes.
5. Consults with and advises citizens, contractors and developers.
6. Answers telephone, counter and mail inquiries on building codes and regulations.
7. Enforces applicable sections of Municipal Code; investigates Building Code enforcement complaints, contacts violators to suggest action for compliance, and follows appropriate codes and procedures to compel resolution of the complaint.
8. Maintains up-to-date knowledge of applicable codes, regulations and ordinances.
9. Maintains positive public relations with customers and is responsive to customer needs.
10. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
11. Performs other duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

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1. **Job Preparation:**
 - a) **Education:**
 - i) Requires a high school diploma or GED; or
 - ii) Any equivalent combination of education and experience.

2. **Prior Experience:**
 - a) **Work Experience:**
 - i) Five (5) years in a responsible capacity in the construction and mechanical trades or five (5) years at a level equal to or at above “B” level Building Inspector; or
 - ii) Any equivalent combination of education and experience.

 - b) **Necessary Knowledge, Skills and Abilities:**
 - i) Knowledge of practices, principles and procedures of the Oregon Structural Specialty Code and/or Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, and other codes and ordinances applicable to area of assignment.
 - ii) Knowledge of building construction materials and methods, engineering principles, construction phases, and their relationship to an enforcement program.
 - iii) Ability to plan, organize and oversee multiple assignments and evaluate the work of contractors.
 - iv) Ability to analyze and evaluate operations and develop and implement corrective action to resolve problems.
 - v) Ability to maintain positive working relationships with others both internal and external to the organization.
 - vi) Ability to communicate effectively both orally and in writing, regarding complex technical issues.
 - vii) Ability to interpret technical information.
 - viii) Ability to establish and maintain effective working relationships.
 - ix) Ability to work as a team member.
 - x) Ability to perform the essential functions of the job.

3. **Special Requirements:**
 - a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver’s License;
 - b) Must be able to pass the department’s security clearance standards including review of driving record.
 - c) Requires two or more of the following “A” level Oregon state certifications or ability to obtain such certifications prior to date of hire: structural, mechanical, plans examiner, fire and life safety, plumbing and electrical.
 - d) Must be able to obtain within six months of appointment, Oregon State manufactured home installation inspector certification.

4. **Tools and Equipment Used:**
 - a) Computer and printer, fax machine and copy machines; Computer software including MS

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based word-processing, spreadsheet, and data base, and telephones.

5. **Supervision:**

- a) This position does not provide supervision to any other staff.
- b) Operates under the general direction and supervision of the Building Official.

6. **Communications:**

- a) Frequent communication with City residents, other departments in the City, other government entities, professional service firms, and contractors.
- b) The communications is frequently complex and may be confidential.

7. **Cognitive Functions:**

- a) Work is moderately supervised. Has a moderate level of structure.
- b) Creativity and innovation are frequently required to solve problems with parameters available in applicable codes.

8. **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.

- a) Work is performed with a moderate degree of temperature extremes, dirty or otherwise disagreeable conditions. Employee may be exposed to physical risk from construction site equipment and construction in progress.
- b) Travel is required to inspection sites.

9. **Resource Accountability:**

- a) Moderate impact on annual revenue through fees.

The job classification 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.

Drafted: 12/10/91
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