

## **LINN COUNTY CLASSIFICATION**

**TITLE: BUILDING OFFICIAL**

**NUMBER: 360**

**PAY RANGE: 21**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 2000-291**

**DATE: August 9, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Supervise the inspection of all types of structures to insure compliance with state building codes and county land development ordinances. Direct all related activities of the building section of the Planning and Building Department.

SUPERVISION RECEIVED: Works under the direction of the Planning and Building Department Director who provides general administrative direction and reviews work for results obtained.

SUPERVISION EXERCISED: Exercises supervision over assigned subordinate inspectors, plans examiners and clerical support staff; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Provide information and guidance, by telephone or at the counter to contractors, builders and the general public on all aspects of the State of Oregon Building Codes.
2. Review inspection reports submitted by the field inspectors daily. Meet with the inspector to discuss and resolve problems. Provide guidance and interpretation to the building inspectors regarding various facets of the state code; perform field inspections to insure compliance with ordinances and codes.
3. Perform related administrative tasks including answering correspondence, preparing monthly reports for various state agencies and monitoring the work of the clerical staff.
4. Participate in meetings with members of the general public to discuss problems involving construction and actions of the field inspectors, questions regarding building use and general guidance and interpretation of various state specialty codes.
5. Assist in the preparation of the planning and building department annual budget and work program.
6. Evaluate the performance of assigned subordinates personnel.
7. Act as liaison between the county and the various state code enforcement agencies and other state regulatory agencies.
8. Coordinate with other county sections and/or departments as required relative to code enforcement.

9. Administer floodplain management ordinance, fill and excavation ordinance and dangerous building ordinance.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Thorough knowledge of building construction, materials and methods. Thorough knowledge of standard practices, techniques and material of the building trades. Thorough knowledge of the State of Oregon Building Codes and the Linn County land development ordinances.

Ability to interpret and apply various land development ordinances. Ability to detect structural flaws and to appraise the quality of construction. Ability to read and interpret blueprints and specifications and reconcile them with construction in progress. Ability to establish and maintain effective working relationships with builders, contractors and the general public. Ability to assign, review and supervise the work of subordinate personnel in the enforcement of building codes and land development zoning ordinances.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high and a minimum of five years of experience with at least one year in a supervisory capacity as an inspector in a jurisdiction recognized by a model code group (ICBO, BOCA or SBCCI), or one year of experience and an Associate's Degree in Building Inspection Technology, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of two State of Oregon A level and three C level certifications plus Manufactured Home Inspector certification; or four C level certifications plus Manufactured Home Inspector certification and Oregon building official's certificate. Possession of a valid motor vehicle operator's license and an acceptable driving record is also a requirement.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed at construction sites in all types of weather and indoors in an office environment. A person must have the ability to inspect buildings where climbing and crawling in confined spaces and at elevated heights is required. Work requirements include being able to see, talk and hear, sit and stand, walk, bend, stoop and the ability to lift, move and/or carry up to fifty (50) pounds and use hands to finger, handle or operate office tools or controls or equipment, reach with hands and arms.