

## **BUILDING INSPECTOR I**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

To perform a variety of technical duties in support of the City's building inspection and plan review operations and activities; to conduct building inspections during all phases of construction, alteration and repair; to enforce compliance with applicable Federal, State and local building, mechanical, and accessibility codes, regulations and ordinances; to ensure the provision of safe structures for building occupancy; and to perform a variety of technical duties relative to assigned areas of responsibility.

### **SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from the Building Official.

### **DISTINGUISHING CHARACTERISTICS**

This is the full journey level class within the Building Inspector series. Employees within this class perform the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Building Inspector II in that the latter possesses a specialized functional or technical expertise beyond the journey level and assumes responsibility for performing the more complex plans examinations and building inspection duties including commercial and residential fire and life safety plans review and/or plumbing inspection.

### **ESSENTIAL JOB FUNCTIONS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Perform a variety of technical duties in support of the City's building inspection and plans examination functions.
2. Conduct building inspections during all phases of construction, alteration and repair; enforce compliance with applicable building, structural and mechanical codes.
3. Interpret and enforce compliance with applicable codes and ordinances including approved building, structural and mechanical codes, City zoning ordinances, and state and federal accessibility standards for the disabled.
4. Inspect existing buildings and premises for change of use, occupancy, or compliance with applicable codes and ordinances.
5. Review and approve building inspection documentation including final inspection certificates and related documents.
6. Examine and review construction plans and specifications for new construction, additions and alterations to determine compliance with applicable building and construction codes, ordinances, and regulations.
7. Confer with architects, developers, contractors, builders and the general public on building code enforcement issues; research, interpret and explain codes, ordinances, rules and regulations.

**CITY OF FOREST GROVE**  
**Building Inspector I (Continued)**

8. Meet with engineers, architects and builders to analyze and resolve any problems or potential problems that may arise during the course of construction; research and negotiate solutions.
9. Assist in the issuance of building, structural, mechanical and other permits; review blueprints, drawings, maps and specifications to ensure project complies with plans; calculate fees; issue permits.
10. Maintain a variety of logs, records and files; generate reports and records as required.
11. Attend and participate in group meetings; stay abreast of new trends and innovations in the field of building inspection and code enforcement.
12. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Operations, services and activities of a comprehensive building inspection and plans examination program.

General building construction methods and materials.

Methods and techniques of conducting plan reviews.

Methods and techniques of conducting building and structural inspections.

Operations, services and activities of a municipal building inspection and code enforcement program.

Pertinent codes and ordinances related to building, structural, and mechanical system requirements.

Occupational hazards and standard safety practices.

Principles and practices of record keeping.

Principles of basic report preparation.

Public relations techniques and practices.

Pertinent Federal, State and local laws, codes and regulations.

**Ability to:**

Perform building inspection duties in assigned areas.

Read and interpret building plans, drawings, maps, blueprints and specifications.

Examine and review construction plans and specifications for new construction, additions and alterations.

Review and approve building inspection documentation.

Detect deviations from approved construction plans and specifications.

Interpret, explain and enforce applicable building codes and zoning ordinances and monitor work in progress.

Collect appropriate fees and issue permits.

Understand and carry out oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective relationships with those contacted in the course of work.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education:**

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in building construction or a related field.

**Experience:**

Two years of increasingly responsible building inspection experience.

**CITY OF FOREST GROVE**  
**Building Inspector I (Continued)**

**License or Certificate**

Possession of an appropriate, valid driver's license.

Possession of appropriate, valid Oregon Inspector Certification.

Possession of appropriate, valid State of Oregon One and Two Family Structural Inspector or International Code Conference (ICC) Residential Building Inspector Certification

Possession of appropriate, valid State of Oregon One and Two Family Mechanical Inspector Certification or International Code Council (ICC) Residential Mechanical Inspector Certification

Possession of an appropriate, valid Oregon Manufactured Home Installation Inspector certificate.

Possession of, or ability to obtain, appropriate valid A-level Structural Inspector, Mechanical Inspector and State of Oregon One and Two Family Plumbing Inspector or International Code Conference (ICC) Commercial certificates.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein 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 these essential job functions.*

**Environment:** Field environment; travel from site to site; inspect in confined areas; exposure to noise, dust, grease, smoke, fumes, and gases.

**Mobility:** Incumbents require sufficient mobility for walking, standing, stooping, or sitting for prolonged periods of time; bending, kneeling and crawling when conducting inspections.

**Vision:** Visual acuity to conduct building inspections and read plans, specifications and drawings.