

BUILDING OFFICIAL

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 direct, manage, supervise and coordinate the activities and operations of the Building Division within the Community Development Department including the enforcement of State of Oregon Building, Mechanical and Plumbing Codes; to determine permit fees and direct the collection of all fees associated with new construction permits; to coordinate assigned activities with other divisions, departments and outside agencies; and to provide highly responsible and complex administrative support to the Director of Community Development.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Director of Community Development.

Exercises direct supervision over technical and clerical staff.

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. Assume management responsibility for assigned services and activities of the Building Division including the enforcement of State Building, Mechanical and Plumbing Codes.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate and review the work plan for building inspection and plans examination staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Review plans, specifications and supporting designs and calculations to verify compliance with building, mechanical and plumbing codes.
6. Review and interpret State codes and standards governing building, plumbing, energy and accessibility codes; provide recommendations for City adoption of new codes.
7. Review plans, specifications and supporting documentation to confirm compliance with applicable codes related to grading.
8. Conduct plan reviews of all types of buildings including commercial and industrial; review for compliance with building, plumbing, and mechanical codes.
9. Conduct complex mechanical, plumbing and building inspections for adherence to established codes; issue correction notices as necessary.
10. Select, train, motivate and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

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11. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
12. Serve as the liaison for the Building Division with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
13. Serve as staff on a variety of boards, commissions and committees; prepare and present staff reports and other necessary correspondence.
14. Provide responsible staff assistance to the Director of Community Development.
15. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection and code enforcement.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a municipal building code inspection and plan review program.
Principles, practices, methods and materials used in building construction.
Methods and techniques of conducting building inspections.
Methods and techniques of conducting highly complex plan reviews.
Codes and standards including State and local building, mechanical, plumbing, fire and life safety codes and regulations.
Principles and practices of budget preparation and administration.
Principles and practices of program development and administration.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Oversee and participate in the management of a comprehensive building code inspection and plan review program.
Oversee, direct and coordinate the work of lower level staff.
Select, supervise, train and evaluate staff.
Participate in the development and administration of division goals, objectives and procedures.
Prepare and administer large program budgets.
Prepare clear and concise administrative and financial reports.
Enforce the provisions of State and local Building, Mechanical and Plumbing codes and regulations.
Read and interpret complex building and construction plans, specifications and blue prints.
Review highly complex plans, specifications and supporting designs and calculations to verify compliance with building, mechanical and plumbing codes.
Conduct building inspections at various stages to determine compliance with applicable codes.
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
Research, analyze and evaluate new service delivery methods and techniques.
Interpret and apply Federal, State and local policies, laws and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working 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 a Bachelor's degree from an accredited college or university with major course work in building construction or a related field.

Experience:

Five years of increasingly responsible experience in building inspection, including two years of management responsibility.

License or Certificate

Possession of valid State of Oregon Driver's License.

Possession of valid State of Oregon Building Official Certification (OAR Chapter 918).

Possession of valid State of Oregon recognized certifications required to perform plan review and inspections for compliance with Oregon Structural Specialty Code, Oregon Mechanical Specialty Code and Oregon Residential Specialty Code (OAR Chapter 918).

Possession of valid State of Oregon manufactured Home Installation Inspector certificate.

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: Normal office setting with some travel to attend meetings or conduct site investigations.

Mobility: Incumbents require sufficient mobility to work in an office setting, operate office equipment and conduct on site construction inspections.

Vision: Vision sufficient to read small print, computer screens and other printed documents.