

**JOB ANNOUNCEMENT**  
**March 25, 2024****Building Official****GENERAL POSITION SUMMARY:**

Supervises the daily operations of the Building Inspection Division including all building permit reviews and inspection services. Performs plan review services, assists with the supervision and training of staff, conducts building inspections when necessary, coordinates and assists with monitoring of the inspection and plan review process to ensure compliance with applicable codes, related ordinances and national standards. Creates and maintains strong relationships with elected officials, stakeholder groups, media and the development community.

**KNOWLEDGE SKILLS AND ABILITIES:**

- Thorough knowledge of and practical understanding on construction, building codes, engineering, land use and administrative law as it applies to the construction industry; in-depth understanding of how local, state and federal laws are promulgated and affect the building inspection process.
- Skill in communicating effectively in oral and written form; presenting facts and recommendations to public groups and Boards, verbally and in writing using the English language fluently; presenting to large audiences; in establishing and maintaining effective working relationships with employees, management staff, and the general public. Demonstrated skill in proficient use of the tools and equipment listed.
- Ability to develop long-term goals and programs and to evaluate work accomplishments; prepare and analyze comprehensive reports; carry out assigned projects to their completion; and interpret and apply federal, state and local policies, procedures, laws, and regulations.
- Ability to determine future needs and resources to accomplish department goals for budgetary purposes.
- Ability to explain and interpret policy.
- Ability to prepare and administer the department's budget.
- Ability to explain City practices and objectives to appropriate public and private agencies, organizations and individuals.

**EDUCATION/EXPERIENCE/LICENSES/CERTIFICATES REQUIRED:**

- Equivalent to graduation from an accredited four-year college or university with major coursework in building trades, construction management, community development, engineering, architecture, or a related field.
- Five (5) years increasingly responsible administrative experience as a building official or in plan checking and/or the enforcement of building codes with a public agency, including three (3) years of supervisory experience.
- Any satisfactory or equivalent combination of education, experience, and training, which would provide the required knowledge, skills and abilities, is qualifying.

**REQUIRED LICENSES AND CERTIFICATIONS:**

- Oregon Inspector Certification (OIC)
- Oregon Building Official Certification (BO)
- Oregon Structural Specialty Code Inspector Certification (SIA)
- Oregon Structural Specialty Code Plans Examiner Certification (PEA) Oregon Fire Life Safety Plans Examiner Certification (PEF)
- Oregon Mechanical Specialty Code Inspector Certification (MIA)

- Oregon Residential Specialty Code Inspector Certification (CAS)
- Oregon Residential Plans Examiner (CAX)
- Valid Oregon's Driver's License.

**PREFERRED:**

- Oregon Residential Plumbing Specialty Code Inspector Certification (CAP)
- Oregon Residential Electrical Specialty Code Inspector Certification (CAE)
- Possession of A-level Plumbing or Electrical Inspector Certification is desirable (PI or EI)

**ADDITIONAL REQUIREMENTS:**

Position will require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid Oregon driver's license (or able to secure an Oregon driver's license within one month of hire date), and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee does not have personal insurance coverage. Position will require the performance of other essential and marginal functions depending upon work location, or assignment. The position requires a sufficient expertise with computers, word processing and presentations to effectively accomplish duties as assigned.

**SALARY:** Starting salary \$6,864 - \$7,424 per month. Entire salary range \$6,864 – \$8,685 per month.

**BENEFITS:** Medical, Vision, Prescription and Dental Insurance / Life and Disability Insurance / Life Flight Membership / VEBA-Health Reimbursement Account / Retirement / Paid Vacation, Holiday, and Sick Leave / Wellness Incentive

**FIRST REVIEW DATE:** April 15<sup>th</sup>, 2024 at 5 p.m. Open until filled.

**APPLICATION PROCEDURE:** A City of La Grande Job Application Form and Job Description may be obtained from the City's website at [www.cityoflagrande.org](http://www.cityoflagrande.org) and returned to Cari Markham, City of La Grande, 1000 Adams Avenue, La Grande, Oregon 97850, Faxed to 541-624-5817, or emailed to [cmarkham@cityoflagrande.org](mailto:cmarkham@cityoflagrande.org)

**Equal Employment Opportunity Employer**