

City of La Grande
Building Official

Department: Building	FLSA Status: Exempt
Accountable to: Community & Economic Dev. Director	Representation: Non-represented
Supervises: Supervisory	Adopted: May 2022
NCCI: 8742	

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.

ESSENTIAL JOB FUNCTIONS/MAJOR RESPONSIBILITIES:

This position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- Interprets, provides information and advice to contractors, builders, and the general public on all aspects of the Oregon Uniform Building Code and related regulations and City/County ordinances.
- Reviews blueprints, plans and sketches submitted with permit applications; determines code conformance and reviews cost estimates; lists and explains discrepancies and deficiencies of plans to contractors and the public; approves plans after corrections and issues building permits.
- Performs on-site inspection of residential and commercial building construction to ensure compliance with applicable codes; verifies construction is according to approved plans; checks site locations for proper set-backs; inspects, as certified, plumbing, heating, cooling, structural and mechanical systems for compliance with regulations and safety requirements.
- Conducts final inspections of completed work; gives approval to acceptable structures and installations, and rejects unacceptable work.
- Participates in meetings with building contractors and the general public to discuss problem areas involved in construction authorized by a permit, actions of field inspectors, questions regarding building use or general guidance and interpretation of various State Codes.
- Prepares the Building Inspection Division's annual budget; assists in budget implementation; participates in the forecast of additional funds needed for staffing, equipment, materials and supplies; administers the approved budget; evaluates and implements the appropriate fee schedules for budget development.
- Investigates building code violations, complaints and prepares official reports, checks hazardous conditions; writes correction notices; issues "stop work" orders; completes inspection forms.
- Performs related administrative tasks such as answering correspondence, preparing periodic activity reports, and directing the work of subordinate staff.

- Serves as a liaison between the City and/or County and state code regulatory agencies within the Oregon Department of Consumer & Business Services Building Codes Division.
- Effectively represents the "pro-business" problem-solving attitude of the Department by providing exceptional people-oriented customer service skills.
- Performs other related work as assigned.

OTHER DUTIES AND RESPONSIBILITIES:

- Provides assistance to any department as requested, and performs other general office duties as workload and staffing levels dictate.
- Maintains proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility.
- Maintains work areas in a clean and orderly manner.

SUPERVISORY RESPONSIBILITIES:

Directly supervises employees in the Building Inspection Division and the Building Maintenance Division. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees up to and including termination; addressing complaints and resolving problems.

SUPERVISION RECEIVED:

Works under the general direction of the Community & Economic Development Director.

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.

WORKING CONDITIONS:

Work in this position is typically performed in an office environment. Typically requiring reaching, fingering, grasping, talking, hearing, seeing and repetitive motions. Also may require periods of sitting, light lifting up to 40 pounds, reaching for files, accuracy in recording information and frequent interruptions of work may be experienced by others seeking information in person or by phone or by changing priorities in the office. On occasion may deal with distraught or difficult individuals.

MATERIALS AND EQUIPMENT USED:

Materials and equipment used include, but not limited to:

- Computer
- Mouse/Trackball
- Ten Key/Calculator
- Copier
- Fax Machine
- E-Mail
- Telephone
- Hand Tools
- Automobile
- Power Tools — drills, screw drivers, etc.
- Ladders

ESSENTIAL PHYSICAL ABILITIES:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various construction, City, and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office, partially a field classification, and standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull material and objects weighing up to 40 pounds. Employee shall be capable of climbing stairs, ladders, walking on roofs, and crawling under buildings. Must be aware of job site hazards.

OTHER:

Have access to confidential information on a regular basis

 5/9/2022

City Manager Approval/Date

I have reviewed this job description and am able to perform the essential functions with or without reasonable accommodations and I have received a copy of this job description.

Employee Signature/Date