

CLASSIFICATION ADDENDUM

Job Title: Building Permit Review Tech

Classification Specification: Code Enforcement Specialist

Barg Unit: OPE

Pay Grade: B24

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Building Permit Review Tech reviews plans and applications, explains code requirements, issues permits and determines appropriate fees; collects fees when appropriate; provides information on construction activity and the plan review process to the public, contractors, and design professionals; reviews plans for code compliance; contributes to the development and update of division records; processes documents for review and issuance; provides inspections when necessary; participates in Development Review Committee meetings. Performs related duties as required.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of building codes or construction management, plus sufficient related work experience typically in construction supervision or code enforcement.

Licensing Requirements:

- A valid Oregon driver's license at time of appointment.
- Certification from the State of Oregon or International Code Council (ICC) as a One and Two Family Dwelling Code Inspector or Plans Examiner.
- Certification from the State of Oregon or ICC as a Structural Inspector, or the ability to obtain the certification within twelve (12) months of appointment.

Knowledge:

- Practices and procedures that evolved from State regulations for building safety;
- Applicable building codes, administrative rules and statutes;
- Building Safety programs, to include permit issuance and plan review operations;
- Conflict resolution methods.

Skills: *(Demonstrated skill in performing the following)*

- Providing satisfactory customer service in a wide range of situations;
- Learning business licensing requirements and procedures;
- Plans review (reading blueprints, construction engineering, etc.)
- Effectively explaining regulations, codes, and policies to customers, co-workers, other agencies, and the general public.

Qualification For Grade Progression: N/A

Physical Requirements Addendum

Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.

Addendum History

Created: 2012.01