

# CLASSIFICATION ADDENDUM

## Job Title: Building Inspector

Classification Specification: Code Enforcement Specialist

Barg Unit: OPE

Pay Grade: B23 – B25

*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 Inspector performs inspections of new and existing buildings to determine compliance with the Building and/or Housing Code, and approved construction plans; inspects buildings for occupancy requirements; inspects fire damaged buildings to determine necessary repairs to comply with codes; prepares reports, letters, corrections notices, and other correspondence; consults with architects, engineers, contractors, homeowners, and others; performs office duties; reads blueprints and plans to obtain information for inspections; participates in maintenance of technical library on codes, building materials and other related subjects; may provide lead to assigned staff. Performs related duties as assigned.

### 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 inspection technology, architecture, or civil engineering, plus sufficient related work experience and expertise depending on area of assignment/specialization in: diversified building design/construction or inspection, OR design or installation of a variety of mechanical systems, OR in electrical engineering, OR in plumbing design, installation or inspection.

#### Licensing Requirements:

- A valid Oregon driver's license at time of appointment
- Depending on specialization and competency level of the position, one or more of the following certifications is also required:**
- Multi-certification from the State of Oregon in One and Two Family Dwelling Specialty Code.
  - Certification from the State of Oregon or International Code Council (ICC) as a Structural Inspector.
  - Certification from the State of Oregon or ICC as a One and Two Family Structural Inspector.
  - Certification from the State of Oregon as an A-Level Plumbing Inspector.
  - Certification from the State of Oregon as an A-Level Electrical Inspector.
  - Certification from the State of Oregon or ICC as a Mechanical Inspector.

#### Knowledge:

- Federal, state, and local building and housing codes and regulations;
- Methods and practices involved in building design and construction with an emphasis on structural safety;
- Structural, mechanical, plumbing, and/or electrical systems, as related to residential and commercial

### Essential Characteristics and Duties Addendum

construction activity AND specialization and competency of the position;

- Building inspection methods and procedures.

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

- Utilizing knowledge of structural safety, as it relates to residential and commercial construction activity, conducts inspections safely;
- Applying various building codes and regulations in City inspection activities;
- Effectively explaining code violations to contractors, builder, and property owners;
- Reading blueprints, schematics, and plans.

**Qualification For Grade Progression:** Grade progression is dependent on the years of experience/expertise in position or specialization, AND degree of complexity, coordination and visibility of projects in the community.

B23 – Contributing (applying basic skills)

B24 – Journey (applying some advanced skills)

B25 – Advanced/Lead (applying advanced skills)

### Physical Requirements Addendum

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

Principal duties of this position are performed in a field environment that involves frequent travel by motor vehicle to sites to make inspections. The position requires walking through, climbing over and crawling under structures with occasional lifting and exertion for short periods. The incumbent may spend long periods walking or standing; involving exposure to various weather conditions with potentially hazardous job sites.

### Addendum History

Created: 2012.01

2015.04 – Revisions by HR

2016.06 – Revisions by HR

2016.07 – Revisions by HR