



# Building Official

## General Information

|                             |            |
|-----------------------------|------------|
| <b>Classification Code:</b> | MGRASO     |
| <b>Effective Date:</b>      | 02/20/2020 |
| <b>Pay Grade:</b>           | C45        |
| <b>FLSA Status:</b>         | Exempt     |

## Position Summary

The Building Official administers and enforces state building codes. This position supervises the daily operations of the Building Permit Section including all building permit review and inspection services. Provides technical direction for the application and interpretation of structural, plumbing, mechanical and electrical codes; plans, supervises, and reviews the activities and operations for plans examiner and building inspection services. Performs diverse, specialized and complex work involving significant accountability and decision-making responsibilities. Serves as a member of the Development Center Managers Team.

## Classification Characteristics

The Building Official provides day-to-day supervision for the Building Permit staff and performs inspections and related technical functions in the capacity of a working supervisor. The Building Official is capable of performing most levels of inspection work and understands construction and inspection of complex institutional and industrial properties. Incumbent is responsible for independent decision making that requires technical judgment and the expectation to resolve most customer service conflicts with little supervision or assistance.

The Associate Manager is a broad, working professional/management level classification responsible for planning and overseeing the operations of a technical, professional and/or specialized function, including the development of medium and long term operational, development, public improvement or strategic plans consistent with the goals and priorities established at higher levels. Associate Managers are differentiated from Manager/Program Managers in that the higher level classification assists with the management of multiple divisions, sections, and/or major programs, or managing the administrative operations of a single division.

## Essential Duties

*The duties listed below are a typical sample; position assignments may vary.*

- 1 Acts at the City's Building Official as per ORS 455.150(3). Administers, interprets, and enforces the provisions of the uniform building codes, administrative rules and applicable municipal regulations as they apply to development processes.
- 2 Manages and supervises staff to include participating in the selection of employees; making hiring and termination recommendations; ensuring staff are trained; evaluating performance; implementing discipline; scheduling, prioritizing, assigning, monitoring and reviewing work; ensuring that employees follow policies and procedures and maintain a healthy and safe working environment.
- 3 Develops procedures, policies, and performance standards to ensure efficient and effective permit application, plan review, fee calculation, permit issuance, and inspection activities. Ensures that processes remain current with policy, code, or state law changes.

| <b>Essential Duties</b> |   |
|-------------------------|---|
| 4                       | Issues operational direction for the Building Permit Section including the analysis and interpretation of codes and laws related to building, reviews building plans and writes reports and corrections, and inspects complex building sites for compliance. Assures consistency in the application of building codes and provisions. Oversees the development of written policies, procedures and interpretations used by plan review and building inspection staff. |
| 5                       | Respectfully partners with the managers and supervisors of land development, land development engineering, and the permit counter on policies and procedures for all land development services, fee collection, and delivery of high quality services to all the city's development customers.  |
| 6                       | Creates and maintains an effective work environment by communicating goals and expectations for staff performance, counseling employees as appropriate, and supporting employee engagement efforts.   |
| 7                       | Manages and monitors contracts, memorandums of agreement, and purchasing for assigned budget area. Maintains current and comprehensive records for document control of complex building projects; completes the research for legal and technical building issues. Monitors and recommends appropriate department financial measures. Interprets and uses financial data to make informed business decisions.  |
| 8                       | Confers with contractors, developers, attorneys, staff, and other public agencies to resolve technical and administrative issues on construction projects or enforcement cases; acts as a liaison with other departments and public agencies on work unit problem areas. Provides orientation to architects, engineers, and developers on codes and City policies.  |
| 9                       | Responds to customer service inquiries, complaints, and requests and coordinates issue resolution among staff and various customer groups including architects, engineers, builders, building owners, etc. Resolves conflicts efficiently and respectfully. Maintains effective work relationships.   |
| 10                      | Investigates and resolves violations of municipal codes and building codes. Coordinates investigation activities with other internal and external departments and agencies. Supervises and may participate in plan review and inspection processes and the handling of citizen complaints.  |
| 11                      | Researches and monitors draft legislation that can affect the City's building program. Drafts local ordinances, policies, and procedures to ensure the Division's internal processes align with state and federal laws.   |
| 12                      | Arrives to work, meetings, and other work-related functions on time and maintains regular job attendance.   |
| 13                      | Actively supports an inclusive and respectful work environment.   |
| 14                      | Performs other duties of a similar nature or level.   |

| <b>Functional Specific Responsibilities</b> |
|---|
| N/A   |

| <b>Qualifications</b>  |
|--|
| <p><b>Training &amp; Experience:</b></p> <ul style="list-style-type: none"> <li>• Bachelor's Degree in a related field and 3-5 years of related experience or an equivalent combination of education and experience.</li> <li>• Minimum of 1-2 years of supervisory experience is required.</li> </ul>   |
| <p><b>Licensing/Certifications:</b></p> <ul style="list-style-type: none"> <li>• Oregon Inspector Certification</li> <li>• State of Oregon Building Official Certification</li> <li>• State of Oregon A-Level Structural Inspector and A-level Plans Examiner; OR</li> <li>• One of the two A-level certifications with the ability to obtain the second one within one year of appointment</li> <li>• Possession or ability to obtain and maintain a valid Oregon Driver's license by time of appointment.</li> </ul> |

## Qualifications

### Technology Skills:

- E-Permitting software – ACCELA
- Computer aided design software (CAD) – AutoCAD
- Mobile and office-based building inspection software – ACCELA
- Microsoft Office Suite – Word, Excel, PowerPoint, Outlook, Project
- Geographic Information Systems software – ESRI
- PDF Reader – Adobe Acrobat

### Knowledge Required:

- Building and Construction — Knowledge of materials, methods, and the tools involved in the construction or repair of industrial buildings and structures.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer Service — Knowledge of principles and processes for providing customer services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Engineering and Technology — Knowledge of the practical application of engineering science and technology.
- Law and Government — Knowledge of laws, codes, ordinances, court procedures, case law, precedents, executive orders, and agency rules.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

### Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Speaking — Talking to others to convey information effectively.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Performance Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- Coordination — Adjusting actions in relation to others' actions.
- Mathematics — Using mathematics to solve problems.
- Systems Analysis — Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Systems Evaluation — Identifying measures or indicators of system performance and the actions needed to improve or correct performance, relative to the goals of the system.
- Time Management — Managing one's own time and the time of others.

### Abilities:

- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).



| Physical Requirements     |   |   |   |  |  |                             |   |   |   |   |
|---------------------------|---|---|---|--|--|-----------------------------|---|---|---|---|
| Fine manipulation/feeling |   | X |   |  |  | Vibration – whole body      | X |   |   |   |
| Keyboarding               |   |   | X |  |  | Vibration - extremity       | X |   |   |   |
| <b>LIFT/CARRY</b>         |   |   |   |  |  | <b>JOB SPECIFIC</b>         |   |   |   |   |
| 0-10 lbs.                 |   |   | X |  |  | Driving – vehicle/equipment |   | X |   |   |
| 11-20 lbs.                |   | X |   |  |  | Operate foot controls       |   | X |   |   |
| 21-50 lbs.                | X |   |   |  |  | Seeing                      |   | X |   |   |
| 51-75 lbs.                | X |   |   |  |  | Talking                     |   |   |   | X |
| 76-100 lbs.               | X |   |   |  |  | Hearing                     |   |   |   | X |
|                           |   |   |   |  |  | Extended work hours         |   |   | X |   |

**Classification History**

1987.11 – Previous version  
 2020.02 – Job Description prepared and adopted

**I have reviewed the job description.**

**Employee: Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_