

JOB DESCRIPTION: **BUILDING INSPECTOR SUPERVISOR**

DATE: 02/12/2009

EXEMPT (Y/N):	No	JOB CODE:	CSC
DEPARTMENT:	Land Development Services	CLASSIFICATION:	158
SUPERVISOR:	Building Services Mgr.	SALARY RANGE:	28
UNION (Y/N):	No	LOCAL:	NA

GENERAL STATEMENT OF DUTIES: Supervise and participate in the Building Inspection Division of the Land Development Services Department in the administration of building, plumbing, mechanical, sanitation and electrical codes. Work includes planning, organizing and achieving the goals and objectives established by the Manager. Supervise, plan and coordinate the activities of the inspection staff. Do related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following which are intended to be descriptive and not restrictive. Other duties may be assigned as needed:

Assist the Manager in planning and supervising the County Building Inspection program, involving review of plans and inspection of buildings, and enforcement of the building code and specialty codes as adopted by the County.

Supervise the inspection staff, including assigning and reviewing work, evaluating performance, training and administering appropriate corrective and disciplinary action (coordinated with the Manager as appropriate). Handle employee complaints, including Step 1 union grievances and effectively recommend on hiring and dismissal decisions.

Establish effective working relationships and confer with the development community and general public and assist them in the understanding and interpretation of building, plumbing, mechanical, fire, and manufactured dwelling and recreational vehicle park codes and standards. Respond to and be a liaison for resolving questions, concerns, and complaints regarding Building Division activities as directed.

Compose correspondence to other agencies and the public. Maintain records and periodic reports as required.

Provide advice and guidance to individuals with limited building skills in order to assist such persons in complying with applicable codes.

Appear in court to testify regarding building code requirements.

Assist in the preparation of the annual estimated personnel, supplies and equipment costs for the Building Division budget.

Investigate and address building code violations, complaints and hazardous conditions.

Follow all safety rules and procedures established for work areas. Ensure compliance to safety rules and procedures by staff. Comply with all County policies and procedures.

SUPERVISION RESPONSIBILITIES: Supervise 2-5 Building Division employees engaged in plans examination, inspection and building code enforcement activities throughout the

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County. Carry out supervisory responsibilities in accordance with the County's policies, procedures, labor union agreements and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance; rewarding and disciplining employees, addressing complaints/grievances and resolving problems. Coordinate all personnel functions with the Manager.

SUPERVISION RECEIVED: Work under the general direction of the Building Services Manager, who provides policy and administrative direction and reviews performance.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE: Associate's degree in code technology with additional specialized training with a preference for a Bachelor's Degree in engineering, architecture or a related field. Seven years progressively responsible work experience in building inspection, code administration or enforcement, or construction which includes some supervisory or management responsibility. Any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the above described duties may be acceptable.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of at least one Oregon A-level certification as a structural inspector, mechanical inspector, plumbing inspector, electrical inspector, or plans examiner and numerous CABO certifications. Possession of ICBO certifications with the ability to obtain Oregon certifications within six months of hire is acceptable. Possession of an appropriate motor vehicle operator licence and must be insurable under the County's liability insurance policy.

DESIRABLE QUALIFICATIONS: Possession of Oregon State A-level Structural Inspector, Mechanical Inspector, Structural Plans Examiner and Fire and Life Safety Plan Review certifications. Possession of Oregon State CABO Plumbing and Electrical Inspector certification.

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of administrative and management concepts, practices and principles. Considerable knowledge of building construction, materials and methods. Thorough knowledge of the county and state building and zoning laws and codes. Working knowledge of building construction terminology and techniques.

Ability to plan, organize and supervise the efficient and economic performance of staff. Ability to detect structural, fire/life safety and other violations. Ability to read and interpret plans and specifications and to compare them with construction in progress. Ability to communicate effectively in both oral and written form. Ability to establish and maintain cooperative and effective working relationships with contractors, fellow employees, other agencies, County officials and the general public.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Work is performed both in the office and in the field. Physical demands for the position while in the office are minimal. Field inspection work require bending, climbing, crawling in confined areas, and walking in structures under construction, on uneven ground. A reasonable amount of driving is required.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

General office environment while in the office. The performance of frequent field work may require walking over various terrain or other hazards and exposure to all weather conditions.