



CITY OF BAKER CITY, OREGON

P.O. Box 650 ■ Baker City, OR 97814-0650

541-523-6541 Voice/TDD ■ 541-524-2024 Fax

CITY OF BAKER CITY'S MISSION STATEMENT

The City of Baker City exists to provide municipal services through efficient, effective, and progressive governance allowing individuals, families, and businesses the opportunity to thrive in a friendly, safe, and dynamic environment. By maintaining trust, respect, and accountability in its day-to-day operations, the city will build on its strengths and creativity.

Classification

BCEA Union
Non-exempt

Reports to

City Manager/Building Official
Department: Administration

Salary Grade/Level/Pay Range

Base to Step 4

Date October 2019

BUILDING INSPECTOR III

JOB DESCRIPTION-Draft

Summary/Objective

Inspects one and two family dwellings and commercial buildings for structural, mechanical and plumbing compliance with State codes and City ordinances; performs residential and commercial plan reviews; inspects manufactured dwelling set-up installations and alterations. Provides administrative and clerical support to the Building Department and assists in the administration of the standard operating policies and procedures of the department.

Note: It is not the intent of this description to list every task involved in this position; those listed are intended only as illustrations of the various types of work that may be performed; the omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Essential Functions

1. Reviews plans of commercial structures and one and two-family dwellings and related buildings for compliance with State building codes. Responsibilities include consulting with architects, contractors, owners and general public on applicable specialty codes, State laws, and local Ordinances;

2. Inspects one and two-family dwelling structures for compliance with structural, mechanical and plumbing codes, approved plans. Inspects commercial buildings for structural and mechanical codes, approved plans. Checks quality of materials, methods of construction, and safe building practices.
3. Provides administrative support for the Building Department, receiving the public and answering questions. Responds to inquiries from contractors, citizens and others at the counter, on the phone and in the field. Organizes and plans own work schedule to meet work flow demands in timely and efficient manner.
4. Prepares permits for construction work; computes permit fees and issues building, plumbing, mechanical, mobile home set-up, electrical and fence permits. Maintains inspection records.
5. Previews construction plans for compliance with State and local building codes. Performs field inspections to verify information submitted on plans relating to building requirements. Assists in maintaining records of plan reviews and related reports as needed.
6. Consults with architects, contractors, owners and the general public on applicable building construction codes, State laws, compliance, and other departmental information.
7. Investigates complaints and responds to inquiries; stops projects for noncompliance with State building codes.
8. Keeps current state certification as: one and two family dwelling plans examiner and one and two family dwelling structural inspector. Keeps knowledge of pertinent state codes current by means such as reviewing reports and reading professional journals. May also be required to attend conferences to keep certifications and knowledge current.

Other Identified Task Statements/Duties

Assists administrative personnel in arranging meetings, appointments, advertisements, employee and applicant interviews and tests; works cooperatively with outside agencies in scheduling and arranging meetings and conferences. Also works cooperative with in-house staff to cover office and other support staff needs.

The following knowledge, skills and abilities must be possessed or individual must be able to explain and demonstrate that s/he can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of knowledge, skills and abilities.

Knowledge, Skill, and Abilities

Knowledge:

- Computer operation and electronic data processing;
- All types of building materials;
- Methods and stages of building construction;
- Oregon State specialty codes and supplements;
- Construction site safety practices and equipment;
- Operations of City government as it relates to Building Department services;
- State/local construction codes and standards as they relate to responsibilities.

Skill:

- Operation of calculator;
- Operation of copying equipment;
- Operating of cell phone, and Inspector App;
- Operation of motor vehicle;

Ability to:

- Derive pertinent information from people;
- Learn and maintain departmental record and filing system;
- Understand and follow oral and written instructions;
- Make decisions independently in accordance with established policy;
- Perform recurring tasks with little supervision;
- Complete new tasks with limited supervision;
- Learn Windows software and other personal computer programs and software;
- Accurately compute permit fees;
- Accurately issue departmental permits;
- Maintain required certifications;
- Maintain professional demeanor, remain composed and effective;
- Learn departmental policies and procedures;
- Work harmoniously with public, co-workers and supervisors;
- Work under pressure and time constraints;
- Organize and plan own work schedule to meet work flow demands in timely/efficient manner, and coordinate inspection schedules;
- Maintain confidentiality on organizational/departmental records/information;
- Efficiently communicate and cooperate verbally and in writing, with public, staff, business community and development entities;
- Demonstrate well developed personal qualities of persuasion, patience, perseverance, thoroughness, firmness, flexibility, understanding and independent decision making;
- Tactfully enforce codes;
- Accurately read plans and specifications;
- Perform essential functions of this position with or without accommodation.

Supervisory Responsibility

Supervision is not a typical function assigned to this position.

Supervision Received

Works under the general supervision of the Building Official who assigns non-routine tasks and reviews work for conformance to departmental policies and procedures through observation of work methods and completed tasks.

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.

The employee will work in both an office and field environment with the time being split between office, field and driving. Field work will be required in the process of site reviews and building inspections. While in the field, the employee works near moving mechanical equipment and in high, precarious places and is exposed to various outside weather conditions and airborne particles. The noise level in the work environment is usually quite in the office and moderate to loud in the field. May be subject to verbal abuse and/or abusive language.

Tools and Equipment Used

Personal computer, including Microsoft, word processing and other database software, Accela, Adobe Pro, StruCalcs, cell phone, Inspector App, 10-key calculator; phone, copy machines, motor vehicle (with valid driver's license and good driving record for insurance purposes).

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.

Usual office working conditions; outdoor work is required for completing site reviews and building inspections. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. While performing the duties of this job, the employee is frequently required to walk, stand, sit, talk and hear, and occasionally required to use hands to finger, handle, feel and operate objects, motorized vehicles, tools or controls, climb ladders, crawl under buildings and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch, crawl and traverse undeveloped areas with uneven terrain and must occasionally lift and/or move up to fifty

(50) pounds. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception and the ability to focus.

Minimum Qualifications:

Hold and maintain the following: State of Oregon or ICC Certifications

- Building Inspector (Commercial/Residential)
- Building Plans Examiner (Commercial/Residential)
- Mechanical Inspector (Commercial/Residential)

Minimum two years construction and/or inspection experience or any equivalent combination of related education and experience which demonstrates provision of knowledge, skills and abilities listed above.

Preferred Education and Experience:

- Oregon Specialized Plumbing Inspector (SPI) and/or Oregon Specialized Electrical Inspector (SEI).
- Oregon A-level Electrical or Plumbing inspector.
- Oregon One and Two Family Dwelling Plumbing or Electrical inspector.
- ICC or industry-specific electrical or plumbing certifications with out- of- state experience will also be considered in collaboration with the State Building codes Division.

EEO Statement: *Baker City is an equal opportunity employer, and as such, we consider individuals for employment according to their abilities and performance. Employment decisions are made without regard to age, disability, race, color, national origin, religion, sex, sexual orientation, veteran status, military status, association with members of a protected class, marital status, injured worker status, union participation, non-supervisory family relationships, or any other protected class or work relationship. All employment requirements mandated by State and Federal laws and regulations are observed.*

Director _____ HR _____

By signing below, I understand the requirements, essential functions and duties of this position.

Employee: _____ Date _____