



JOB DESCRIPTION

<i>Title</i>	Building Official				
<i>Department</i>	Community Development			<i>Job Class</i>	M 7
<i>Driving Required</i>	Yes			<i>Safety</i>	No
<i>Labor Union</i>	Unrepresented			<i>FLSA</i>	Exempt
<i>Created</i>	March 2006	<i>Reviewed</i>	April 2023	<i>Revised</i>	May 2023

Purpose

Under general supervision of the Community Development Director, plan, direct, and supervise the activities of the Building Codes Division of the Department of Community Development including the duties assigned by state law and county ordinance to the Building Official, including conducting plan reviews, inspections and building codes enforcement to achieve compliance with applicable state and county adopted structural, mechanical, plumbing, electrical, and specialty codes required for new construction, alteration and repairs to existing structures.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Serve as the Building Official for Clatsop County with the responsibility for administration, written and oral interpretation and enforcement of the state building code within Clatsop County.
- Supervise, plan, and coordinate the inspection and administrative support staff activities which include plan reviews, the sale of a range of permits to construction contractors and the general public, inspections, and building codes enforcement to achieve compliance with applicable codes required for new construction, and alteration and repairs to existing structures.
- Review work of inspection and administrative support staff. Evaluate performance, effectively recommend or initiate promotions, transfers, new hires, and terminations.
- Responsible for coordinating and implementing the Building Codes division programs within Community Development, and with other county departments, other agencies, the development community, and the general public.
- Respond to inquiries and complaints regarding the application and interpretation of building codes. Investigate complaints and recommend corrective action as necessary to resolve complaints.
- Maintain appropriate building inspection records and compile reports of plan review activities. Prepare a variety of correspondence to other agencies and the public. Prepare special reports and periodic reports as requested by the Community Development Director.



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- Schedule and conduct inspections on new and remodeled building construction and repairs for conformance to Clatsop County structural, mechanical, plumbing, electrical, and specialty codes. Check plans submitted with applications for building permits for compliance with Clatsop County Building Code.
 - Consult with homeowners, landowners, builders, architects and engineers regarding building process.
 - Participate in budget preparation and administration. Prepare revenue and cost estimates for budget recommendations. Submit justifications for requests, monitor revenues, and monitor and control expenditures.
 - Supervise inspections of short-term vacation rentals in accordance with Clatsop County Building Code and ordinance.
 - May act for the Community Development Director in their absence.
 - Follow all safety rules and procedures established for work areas.
 - Maintain work areas in clean orderly manner.

Education and Experience

Must possess State of Oregon Building Official certification and Oregon Inspector Certification (OIC).

Requires equivalent to a Bachelor's degree in building technology or a related field. Six years progressively responsible work experience, building inspection, code administration or enforcement, or construction which includes two years as a senior building inspector with supervisory or management responsibilities, or ten years field experience in construction, which includes progressively responsible work experience as a construction superintendent or foreperson with supervisory responsibility, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the essential functions of the position.

Oregon A-Level:

- Structural Inspector (SIA)
- Mechanical Inspector (MIA)
- Plans Examiner (PEA)
- Fire and Life Safety Plans Examiner (PEF)

Oregon Residential:

- Structural Inspector (CAS)
- Mechanical Inspector (CAM)
- Plans Examiner (CAP)

Must possess and maintain driving privileges in the state of Oregon.



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Desired Qualifications

Desirable certifications include any of: International Code Council Master Code Professional, A-Level Electrical Inspector, SEI-Limited Commercial Electrical Inspector, A-Level Plumbing Inspector, SPI-Limited Commercial Plumbing Inspector, and Medical Gas Inspector.

Physical Demands

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 requires walking through, climbing over, and crawling under structures, occasional lifting and exertion for short periods, sometimes walking or standing for long periods, and daily travel by motor vehicles to make inspections throughout Clatsop County.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disability Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

A majority of the work involves work in the outdoors with exposure to all weather conditions, terrains and potentially hazardous job sites.

Supervision Received and Exercised

Works under the general supervision of the Community Development Director. Responsible for five and seldom over eight persons.