

**City of Cottage Grove
Job Description
Building Official**

Department: Public Works & Development Building Division	FLSA: Non-Exempt
Reports to: Public Works & Development Director	Representation: N/A
Pay Range: 28a	Date Adopted: November 2017

Essential competencies of this job are described under the headings below. They may be subject to change at any time. 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. The job description does not constitute an employment agreement between the employer and employee, and may be changed by the employer at any time.

GENERAL POSITION SUMMARY:

Administer the Building Inspection Program for the City of Cottage Grove. Provide inspection and plan review services for all residential and commercial construction, remodeling, repairs, and installation of mechanical devices to assure compliance with appropriate State codes, Oregon Revised Statutes, Oregon Administrative Rules, City ordinances related to the safety, health, and welfare of the public.

DUTIES AND RESPONSIBILITIES:

Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.

Direct, manage, supervise, coordinate, and perform the activities and operations of the Building Division within the Public Works & Development Department. This includes the enforcement of the State of Oregon Building, Mechanical, Plumbing, Electrical, and Manufactured Home Codes. Perform and or oversee plan reviews, permit approval, code enforcement, and field inspections.

ESSENTIAL FUNCTIONS:

1. Assume management responsibility for assigned services and activities of the Building Division including the enforcement of State Building, Mechanical, Electrical, and Plumbing Codes.
2. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures.

3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within department policy, appropriate service levels and staffing levels.
4. Plan, direct, coordinate and review the work plan for building inspection and plans examination staff; assign work activities, projects and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Review and interpret State codes and standards governing building, plumbing, energy, and accessibility codes; provide recommendations for City adoption on new codes.
6. Review plans, specifications and supporting documentation to confirm compliance with applicable codes related to grading.
7. Conduct plan reviews of all types on buildings including commercial and industrial; review specifications, supporting designs, and calculations to verify for compliance with building, mechanical, plumbing, and electrical codes.
8. Conduct complex mechanical, plumbing, and building inspections for adherence to established codes; issue correction notices and stop work orders as necessary.
9. Organize, prepare and maintain accurate logs, reports, records of inspections, and plan review activities.
10. Work with architects, engineers, and builders to correct code violations. Determine value of structure, calculate SDC fees and issue building and other related permits.
11. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditure; implement adjustments.
13. Serve as the liaison for the Building Division with other division, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
14. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.
15. Provide responsible staff assistance to the Director of Public Works & Development Department.
16. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
17. Prepare correspondence and notices regarding conformance to codes and ordinances, responding to contractors, engineers, and others.
18. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of building inspection and code enforcement.

ESSENTIAL PHYSICAL REQUIREMENTS:

The physical demands or requirements 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.

Work is performed in an office and a field inspection environment. The employee must sit or stand, communicate, reach, manipulate objects, tools, controls and sufficient vision to read small print, computer screens, and other printed documents. The position requires

mobility. It involves climbing, crawling, in confined areas, hearing voice conversation, keyboarding, lifting up to 15 pounds, standing and walking in structures under construction and on uneven ground. Work is performed in an environment, which involves everyday risks and discomforts and sometimes adverse weather conditions requiring safety precautions. Some travel is required to attend meetings or conduct site inspections or investigations.

JOB SPECIFICATIONS:

Education & Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Possess a Bachelor's degree or equivalent from an accredited college or university with major course work in building construction or a related field.

Experience: Have several years of increasingly responsible experience in plan review and building inspection, including 2 years of management responsibility.

Knowledge of:

1. Operations, services and activities of a municipal building code inspection and plan review program.
2. Principles, practices, methods and materials used in building construction.
3. Methods and techniques of conducting building inspections.
4. Methods and techniques of conducting highly complex plan reviews.
5. Codes and standards including State and local building, mechanical, plumbing, electrical, fire and life safety codes and regulations.
6. Principles and practices of budget preparation and administration.
7. Principles of supervision, training and performance evaluation.
8. Pertinent Federal, State and local laws, codes, and regulations.

Ability to:

1. Oversee and participate in the management of a comprehensive building code inspection and plan review program.
2. Oversee, direct and coordinate the work of lower level staff.
3. Select, supervise, train, and evaluate staff.
4. Participate in the development and administration of division goals, objectives, and procedures.
5. Prepare and administer program budgets.
6. Prepare clear and concise administrative and financial reports.
7. Enforce the provisions of State and local Building, Mechanical, Electrical, and Plumbing codes and regulations.
8. Read and interpret complex building and construction plans, specifications and blue prints.

9. Review highly complex plans, specifications and supporting designs and calculations to verify compliance with building, mechanical, plumbing, and electrical codes.
10. Conduct building inspections at various stages to determine compliance with applicable codes.
11. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
12. Research, analyze and evaluate new service delivery methods and techniques.
13. Interpret and apply Federal, State, and local policies, laws, and regulations.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contracted in the course of work.

Special Requirements and Certifications:

Possess a State of Oregon Certification as a Building Official (or the ability to obtain within 120 days after employment).

Possess State of Oregon Certification as a "A" Level Plans Examiner, "A" Level Structural Inspector, "A" Level Plumbing Inspector, "A" Level Mechanical Inspector, One and Two Family Specialty Code, and Manufactured Dwelling Inspection.

Possess, or the ability to obtain a valid Oregon Driver's License.

Supervisory Duties:

Exercises direct supervision over staff within the Building Division.

Supervision Received:

Work under the direction of the Public Works & Development Director.