

**City of Cottage Grove
Job Description
Building Permit Specialist/Inspector**

Department: Public Works & Development Building Division	FLSA: Non-Exempt
Reports to: Building Official	Representation: General Unit
Pay Range: 13a	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:

Perform a variety of technical and administrative duties in support of the Building Inspection Program for the City of Cottage Grove. The specialist/inspector coordinates the building permit process between the public and the City's building division.

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.

The Building Permit Specialist/Inspector provides information regarding building permits, receives applications, reviews construction plans and specifications for compliance with appropriate state and local building codes and ordinances, calculates fees, issues permits, and answers questions from public. Perform inspection duties when necessary.

ESSENTIAL FUNCTIONS:

1. Receive questions and provide information regarding permits, specialty codes and compliance procedures for architects, engineers, builders, and the public.
2. Coordinate permit application process between the public and the City and other agencies as necessary.
3. Determine value of structure and necessary permits; compute fees; issue permits.
4. Examine and evaluate building plans and specifications for structural, mechanical, plumbing, fire/life safety and zoning code compliance; approve or disapprove plans; explain appropriate state specialty codes, ORS, OAR, and city ordinances. Document examination.
5. Maintain recordkeeping utilizing the Accela automated permit tracking system.

6. As needed, may examine plan sets, inspect and evaluate structures while being constructed, remodeled, repaired (in areas of structural, mechanical); able to digitally transmit building, mechanical, plumbing, and electrical inspections; approve or disapprove work; write correction notices; enforce appropriate state specialty codes, ORS, OAR, and city ordinances; work with builders to assure construction, remodeling, or repairs are in compliance with approved plans and state building, mechanical, grading, plumbing, and electrical codes. Document inspections.
7. Maintain a variety of logs, records, and files; generate reports and records as required.
8. Scan and digitize plan sets.
9. Perform related duties and responsibilities as required.
10. Take meeting minutes and perform record keeping.
11. Receive phone calls and answer office inquiries.

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.

Regular and consistent attendance is required. Work is performed in an office environment with regular site visits in the field. The employee must sit and 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 hearing voice conversation, keyboarding, lifting up to 15 pounds, standing, walking, climbing, and crawling in confined areas 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:

Four years code or zoning administration, plan review or building inspection, architectural or engineering experience/training OR an Associate's degree plus two years experience OR any combination of education, experience or training.

Work experience in a public entity related to building inspection services, plans review, and permit processing is preferred.

Knowledge of:

1. Considerable knowledge of Oregon Revised Statutes, Oregon Administrative Rules, Oregon Specialty Codes, and City ordinances that govern the building permit process.

2. Considerable knowledge of the building permits process.
3. Coordination between departments and agencies for permit purposes.
4. Structural engineering design to determine structural soundness of plans and specifications.
5. Building construction, mechanical, plumbing, and electrical principles, practices, and procedures as applied to construction.

Skills to:

1. Read and interpret blue prints, plans and specifications.
2. Conduct plan reviews.
3. Use Accela automated permit application tracking systems and equipment.

Ability to:

1. Communicate effectively in both oral and written forms.
2. Establish and maintain records and reports.
3. Perform mathematical computations related to permit and SDC fees.
4. Make decisions independently in accordance to established rules, regulations, and codes.
5. Use initiative and judgment in carrying out tasks and responsibilities.
6. Utilize problem identification and resolution techniques.
7. Remain calm and use good judgment during confrontational or high pressure situations.
8. Effectively manage time.
9. Conduct inspections, document findings, determine corrective actions, and implement compliance according to appropriate specialty codes.
10. Courteously meet and deal effectively with other employees, builders, engineers, city officials, contractors, and the public.

Special Requirements and Certifications:

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

Preference given to applicants that possess a valid Oregon Inspector Certificate and additional Oregon Building Code Certificates issued for plan review and inspections.

Supervision Received:

Work under the direction of the Building Official.