



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Building Official
Department: Community Development
FLSA Status: Exempt
WC Code: 9410
Effective Date: February 8, 2006
Last Revised: September 15, 2016
Pay Grade: NU21
Union: Non-Union (Management)

SUMMARY

Acts as County Building Official. Administers, organizes, plans, directs and controls the activities of the County's Building Safety Program including administering the State of Oregon building, residential, plumbing, electrical, mechanical and manufactured home codes. Works closely with other programs and divisions, city and state agencies, engineers, architects, contractors and the public to give and exchange information regarding codes and their application. As provided for in the State of Oregon specialty codes, Oregon Revised Statute and Oregon Administrative Rule, shall have the authority to render interpretations of the code and to adopt policies and procedures in order to clarify the application of its provisions, grant modifications, approve alternative materials, design and methods of construction and equipment. Work is performed under the general direction of the Community Development Director who reviews work primarily on the basis of results attained.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Administers the enforcement of the Oregon state structural, mechanical, electrical, plumbing and mobile home installation codes for residential, commercial, industrial and public buildings.
2. Develops and implements policies, practices and procedures for conducting inspections and performing plans examinations.
3. Maintains all records related to building inspections such as inspection records, case histories, complaints and enforcement actions.
4. Directs subordinates in explaining and interpreting codes and laws to Architects, Engineers, builders and building owners; determines final interpretations and resolves more complex issues.
5. As directed by Community Development Director, responsible for the formulation of program budget; monitors expenditures to remain within budgetary constraints. Also responsible for the building permit process that generates Building Safety revenue.

6. Provides supervision including assigning and reviewing work, evaluating performance, resolving employee complaints, training, and making hiring and termination recommendations.
7. Reviews plans, performs field inspections and provides information and assistance to the public to ensure compliance with building codes and ordinances.
8. Maintains active involvement in public outreach with Architects, Engineers, builders, building-owners, citizens and other stake holders in the community to develop and foster positive relationships. Proactively pursues communication and understanding through involvement in stakeholders meetings, providing presentations as appropriate, and community involvement.
9. Conveys the Building Safety mission of providing for safe buildings for the citizens of the community.
10. Actively involved in national, state and local code development to help ensure fair and consistent codes and to be informed of changes in order to apply the codes in an efficient manner, using knowledge and judgment.
11. Serves as the Assistant Community Development Director in the absence of the Director.
12. Other Duties as assigned.

SUPERVISORY RESPONSIBILITIES

Supervises staff that consists of Multi-Disciplinary Building Inspectors, Plans Examiners, Permit Technicians and administrative staff. Supervises and coordinates professionals who perform inspections and plan checks on personal services contracts.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Incumbent must possess thorough knowledge of building construction, materials and methods; standard practices and techniques of the building trades; State and County law, State of Oregon specialty codes, regulations and ordinances that pertain to building, building inspection and safety; budgeting and recordkeeping; supervision and personnel practices. Read and interpret blueprints, plans and specifications; communicate effectively both verbally and in writing; detect structural flaws and appraise the quality of construction; establish and maintain effective working relationships with builders, contractors and the general public; comprehend and interpret laws, rules and regulations; organize, supervise and direct the activities of subordinate employees.

EDUCATION AND EXPERIENCE

High School graduation or equivalency, supplemented with college level course work in business/public administration, civil or architectural engineering; and five years of progressively responsible experience in building inspection, structural engineering or general construction including supervisory and administrative responsibilities; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

JOB IMPACT

Problems encountered are typically related to items that do not comply with the state's minimum codes either before, during or after construction. When issues arise during the plan check stage it is necessary to work with the applicant to explore solutions that meet the code or other alternate methods that meet the intent of the code. Problems encountered generally revolve around enforcing building codes with violators and determining methods to keep building costs and litigation to a minimum. The consequences of error could have an adverse impact on public safety and legal liability due to an incident where codes were not enforced or the construction is not in compliance.

JOB CONTACTS

Contacts are with County officials, city and state agencies, engineers, architects, contractors and the public to give and exchange information regarding code compliance.

LANGUAGE SKILLS

Ability to lead staff; interpret and apply rules, policies, procedures, and statutes to the decision making process as it applies to program operations; develop and implement programs and policies in order to increase effectiveness. Ability to communicate effectively both verbally and in writing; establish and maintain effective working relationships with

agencies, service providers, state agencies, other employees, and the general public. Ability to read, analyze and interpret complex documents; respond effectively to the sensitive and confidential inquiries or complaints; write speeches and articles using original or innovative techniques or style; and make effective and persuasive speeches and presentations on complex topics to top management, public groups, and/or board of directors.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as the fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical solutions. Structural Design experience in gravity, lateral (seismic, wind) and other engineered systems preferred.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Judgment and rationale are important assets to facilitate compliance with the intent of the building codes.

OTHER SKILLS AND ABILITIES

The use of measuring equipment and building tools; computer software including MS based word processing and spreadsheets.

CERTIFICATES, LICENSES, REGISTRATIONS

Certification as State of Oregon Building Official or the ability to obtain such certification within six (6) months of hire. Certifications as Residential Plans Examiner and/or Residential Structural Inspector, Building Plans Examiner & Fire Plans Examiner; Prefer additional certifications as Commercial Structural Inspector, Mechanical Inspector, Plumbing Inspector, Manufactured Home Installation; possession of, or ability to obtain, a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to a background investigation including criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is primarily performed in both the field performing inspections and in an office environment. Field inspections require walking and climbing. Position is impacted by heavy work flow; accuracy and attention to detail in plans examination and field inspections; and uncontrollable interruptions and distractions from activity at the public counter and questions from staff.

PHYSICAL REQUIREMENTS

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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 25			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe:			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>