



# Josephine County, Oregon

## Human Resources Office

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

### POSITION DESCRIPTION

Job Title: Multi-Certified Building Inspector  
Department: Building Safety  
FLSA Status: Non-Exempt  
WC Code: 9410  
Effective Date: January 1, 1997  
Last Revised: May 9, 2017  
Pay Grade: A20  
Union: AFSCME

#### SUMMARY

An employee in this classification is a multi-certified building inspector having received multiple certifications in plans examining and building inspection. Incumbent performs a full scope of inspections and plan review on building and structures which include residential dwellings, commercial and industrial structures, manufactured home installation and recreational vehicle parks. Provides training to other inspectors and oversees the department in Director's absence as directed.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in the 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. Inspects and evaluates all types of structures, while being constructed or remodeled, in areas of structural, mechanical, plumbing, and/or electrical in accordance with certifications held.
2. Maintains certifications with required continuing education as applicable.
3. Incumbent may be required to deal with difficult customers, make difficult judgment calls, perform structural problem mediation and make decisions while in the field.
4. Approves or disapproves work, writes correction notices; enforces State Specialty Codes and State and County laws, regulations, rules and ordinances; issues stop work orders where necessary and when approved by the building official..
5. Coordinates with builders and home owners to assure compliance with approved plans and State codes. Must be able to discern critical code issues from those that have minor significance and have the ability to address each appropriately.
6. Responds to inquiries, complaints and concerns from the public regarding policy and procedures; communicates necessary information and assistance to the Ordinance Administrator regarding illegal, unauthorized or questionable building activity. Advises Director on policy needs and procedural recommendations for complaints and/or violations. May be required to make the discretionary decisions, during investigation of code violations, which may have civil and/or criminal consequences.

7. Maintains records of construction progress and results of inspections.
8. Reviews plans and specifications for all building and related structural construction or alteration including review of engineering/architectural calculations and/or generation of such calculation for compliance with codes as directed and within the scope of certifications held.
9. Issues building permits and fills in for other positions as qualified and when needed. This position provides the necessary redundancy in other positions, thereby significantly reducing the costly contractual expenses which normally occur during staff shortage or increased work load.
10. Trains and guides other field inspectors to upgrade skills. Supervises department in Directors absence as directed.
11. Other duties as assigned.

#### SUPERVISORY RESPONSIBILITIES

Although supervision is not normally a responsibility of positions in this classification, the incumbent is responsible for providing training and assistance to inspectors at a lower level with complex or unusual situations and for training new inspectors. Incumbent would also supervise department in the absence of the Director as directed.

#### 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.

#### EDUCATION AND EXPERIENCE

High school graduation or equivalency, preferably supplemented with college level course work in engineering; and six years progressively more responsible experience in building inspections, structural engineering or general construction; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties. Thorough knowledge of building construction, materials and methods; standard practices and techniques of the building trades along with knowledge of State and County laws, regulations and ordinances pertaining to building inspection and safety.

#### JOB IMPACT

The consequence of error could have an adverse impact on public safety and legal liability due to an accident or property loss where codes were not enforced or in compliance. Problems encountered generally revolve around interpreting and enforcing building codes with violators and determining methods to keep building costs and litigation to a minimum.

#### JOB CONTACTS

Contacts are with county, city and state departments and agencies, builders, home owners and the public.

#### LANGUAGE SKILLS

Ability to read, analyze and interpret common technical construction documents including plans, specifications, calculations and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to perform project problem mediation, and, in some instances, deal with difficult customers. Ability to effectively present information to City, County and State departments, local building organizations, home owners and builders.

#### MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts related to construction drawings such as occupancy areas, tributary areas, load path calculations, beam design, footing design and the review of engineering documents.

#### 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.

#### OTHER SKILLS AND ABILITIES

Skill in the use of measuring equipment and building tools.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Possession of, or ability to obtain, valid Oregon Driver's License and have a safe driving record. Possession of, or ability to obtain, Oregon State and/or applicable ICC Certifications including:

<b>Required Certifications</b>		
<b>Oregon</b>		<b>International Code Council (ICC)</b>
1 & 2 Family Structural Inspector	or	B1 – Residential Building Inspector
1 & 2 Family Plans Examiner	or	R3 – Residential Plans Examiner
Residential Mechanical Inspector	or	M1 – Residential Mechanical Inspector

<b>Required Oregon Certifications</b>
Oregon Inspector Certification
General Post Earthquake Inspector
Manufactured Structure Installation Inspector
Manufactured Home/RV Park and Camp Inspector
Residential Plumbing Inspector
Residential Electrical Inspector

<b>Additional Preferred Certifications</b>		
B3 - Building Plans Examiner (or Oregon Plans Examiner A-level)		
F3 – Fire Plans Examiner (or Oregon Fire Plans Examiner)		
Oregon Commercial Plumbing Inspector		
Oregon Commercial Electrical Inspector		
Oregon Commercial Mechanical Inspector	or	ICC M2 – Commercial Mechanical Inspector
Oregon Commercial Mechanical Plans Examiner	or	ICC M3 – Commercial Mechanical Plans Examiner
Oregon Commercial Structural Inspector	or	B2 – Commercial Building Inspector

**BACKGROUND INVESTIGATION**

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; risk of electrical shock; risk of radiation; and vibration. The noise level in the work environment is often very loud.

**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. While performing the duties of this job, the employee is frequently required to stand and walk. The employee is occasionally required to sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

# 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 checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting strength	<b># of pounds = 50</b>			
<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 checked="" type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" 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 type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<b>Speech, Vision &amp; Hearing</b>					
<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: Navigate Constr. Job Sites			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level:			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
<b>Exposure - Environmental Factors</b>					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"/>