

CONSTRUCTION INSPECTOR

Class Code: 152

Range: E/24

Definition: Under general supervision, to review plans and inspect a variety of commercial, industrial and residential properties for structural, mechanical, manufactured dwelling, electrical or plumbing and sewer installations, repairs and equipment for compliance with related federal, state and local codes; and to provide technical information to owners and contractors.

Distinguishing Features: This is a journey level classification. Employees in this classification work within a framework of broad policies and procedures. This job class requires thorough knowledge of current federal, state, and county laws and codes related to building construction and structural requirements. This job class works independently while performing the full range of inspection and plan review duties.

Examples Of Essential Position Duties:

The following duties represent the principal job duties, however, they are not all-inclusive. Other duties may be required and assigned.

- Review permits and inspection requests for residential, commercial and industrial properties; conduct field inspections of residential, commercial and industrial properties as assigned.
- Receive plans and drawings, calculate and verify fees.
- Inspect structural, mechanical, manufactured dwelling, electrical systems or plumbing and sewer installations, repairs and equipment during construction or as assigned; record deficiencies and notify owners and contractors.
- Examine plans for conformance to federal, state and local code requirements, policies and procedures; research applicable rules, codes and statutes.
- Investigate complaints of code violations; notify parties of violations observed and requirements to be met.
- Schedule and conduct follow up inspections; record findings and actions taken.
- Prepare inspection reports; enter information in computer.
- Consult with building official or plans examiner concerning changes or variations in plans; research plan requirements, construction materials and related standards with engineers, architects, materials suppliers and manufacturers, state and local agencies.
- Calculate and inform owners and contractors of related application and permit fees.
- Sign off on permits; issue stop work orders.
- Maintain records and logs of work performed and actions taken.
- Provide technical information to owners and contractors concerning code requirements and installation procedures.
- Respond to public inquiries at the counter and over the telephone; explain construction and inspection standards and department policies and procedures.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Has regular and predictable attendance.
- Performs other related duties as assigned.

Auxiliary Duties:

The following duties represent duties that are generally performed by this position, but are not considered the principal job duties.

- Verify the status of outstanding permits; maintain records; file paperwork as required.
- Compile inspection and permit data; input to computer database.
- Assist at the public counter.
- Perform related duties as required.

Qualifications:

Minimum Qualifications: A combination of education and experience equivalent to completion of the twelfth grade. Sufficient work related experience that would have provided the opportunity to acquire the necessary knowledge, skills and abilities.

Knowledge, Skills, and Abilities: Requires knowledge of construction standards, materials and techniques; and applicable federal, state and local standards related to structural, mechanical, manufactured dwelling, electrical and plumbing systems. Ability to review plans and perform field inspections of structural, mechanical, manufactured dwelling, electrical and plumbing systems; identify and make accurate notes of deficiencies in construction standards, methods and materials; use safe work habits; prepare and maintain accurate records, forms, reports, and files; follow oral and written instructions; use mathematics to accurately compute spans, loads, setbacks and to perform other computations related to work assigned including construction work; prioritize and schedule work to meet established deadlines; establish and maintain effective working relationships with others contacted in the course of work; use and operate a variety of office and inspection equipment and tools including computers and peripheral equipment to complete assigned work; and interpret and explain department policies and procedures as necessary.

Special Requirements: *Performance of the essential duties of this position includes the following physical demands and/or working conditions:*

Requires the ability to perform on-site field inspections including exertion of a moderate amount of physical effort to stoop, crouch, climb and lift in performance of assigned duties; ability to work around electrical currents and building materials in a safe manner; may be subject to uncomfortable working conditions including exposure to dust, noise, heat or cold; must be able to perceive color, shapes, and forms; use a variety of office and other tools and equipment in the completion of tasks; requires the ability to operate a motor vehicle.

License or Certificate: Possession of a current, appropriate Oregon driver's license and a good driving record. At least one of the following sets of licenses or certifications will be required:

- Building Inspector - License or certification as 1 & 2 Family Inspector and 1 & 2 Family Mechanical Inspector, or the equivalent International Code Council (ICC) certifications with an Oregon Inspector certification; or
- Plans Examiner - License or certification as A-Level Plans Examiner and 1 & 2 Family Plans Examiner, or the equivalent ICC certifications with an Oregon Inspector certification; or
- Electrical Inspector - License or certification as A-Level Electrical Inspector and 1 & 2 Family Electrical Inspector, or the equivalent ICC certifications with an Oregon Inspector certification; or

- Plumbing Inspector - License or certification as A-Level Plumbing Inspector and 1 & 2 Family Plumbing Inspector, or the equivalent ICC certifications with an Oregon Inspector certification.

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