



# LINN COUNTY PLANNING AND BUILDING DEPARTMENT

Robert Wheeldon, Director

Room 114, Linn County Courthouse  
PO Box 100, Albany, Oregon 97321

Phone 541-967-3816, Fax 541-926-2060, [www.co.linn.or.us](http://www.co.linn.or.us)

## **JOB ANNOUNCEMENT**

### **TEMPORARY / PART TIME / ON-CALL POSITIONS (Non-Union) BUILDING INSPECTOR / ELECTRICAL INSPECTOR / PLANS EXAMINER**

**GENERAL JOB DUTIES:** Depending on certification and specific assignment, inspect construction projects for conformance to appropriate County Codes, Oregon Specialty Codes, and approved construction plans; Examine construction plans and specifications for conformance to appropriate County Codes, Oregon Specialty Codes, Statutes, Rules, and Fire and Life Safety Standards; Assist contractors, architects, engineers and the general public in obtaining permits and achieving compliance with County and State Building and Development Code Standards.

**SUPERVISION RECEIVED:** Work is performed under the direction of the Department Director and the Building Official. Work is reviewed periodically to ensure determinations and decisions made comply with Department policies and procedures and with appropriate development codes and standards.

**ESSENTIAL JOB FUNCTIONS:** Perform field inspections and/or plan review consistent with appropriate Oregon Specialty Codes, County Codes, and approved plans in a manner that assures compliance and safety. Specific duties may include one or more of the following depending on certification, proficiency, and specific assignment:

- Conduct plan review.
- Conduct inspections of construction in progress.
- Complete inspection forms, maintain activity log, and prepare correspondence and correction notices.
- Investigate alleged violations and complaints, check for hazardous conditions, and make official reports.
- Provide the public with information regarding the specialty code and other codes where qualified.
- Advise the public on how to achieve code compliance.
- Assist staff with additional duties as assigned.
- Maintain regular and predictable work attendance.
- Develop and maintain effective, harmonious and reasonable work relationships with others.
- Other duties as assigned

### **QUALIFICATIONS AND EXPERIENCE REQUIRED:**

Depending on assigned duties: Considerable knowledge of building construction, materials, and methods; extensive knowledge of Oregon Specialty Codes; ability to conduct plan review; ability to read plans and specifications and to relate them to construction in progress; ability to interpret and apply the Oregon Specialty Codes as applicable; ability to establish and maintain cooperative working relationships with contractors, the public, and other county employees; ability to communicate effectively both orally and in writing.

Minimum Qualifications: OIC; appropriate building, mechanical, plumbing, or electrical inspection certifications, and/or appropriate plan review certifications, recognized by the Oregon BCD; graduation from a senior high school and a minimum of one year of experience as an inspector in a jurisdiction recognized by a model code group, or satisfactory equivalent combination of experience, education and training which demonstrates ability to perform the work described; a valid Oregon driver's license and evidence of a good driving record.

**COMPENSATION:** \$25-\$40/hour depending on qualifications and experience

### **CLOSING DATE: ONGOING RECRUITMENT**

**HOW TO APPLY:** Submit a completed and signed Linn County Employment Application Form, along with a resume and cover letter, to Director, Planning and Building Department, PO Box 100, Albany, OR 97321; FAX: 541-926-2060; or email to [rwheeldon@co.linn.or.us](mailto:rwheeldon@co.linn.or.us). Application forms may be obtained at <http://www.co.linn.or.us> or by calling 541-967-3816. Application forms may also be obtained through the Oregon Employment Division.

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER