

LINN COUNTY CLASSIFICATION

TITLE:	BUILDING INSPECTOR/CODE ENFORCEMENT OFFICER	
NUMBER:	323	APPROVAL ORDER
PAY RANGE:	17	NUMBER: 2001-131
CATEGORY:	OPEU	DATE: March 14, 2001

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Inspect building construction in progress for compliance with state building code standards. Investigate complaints; work with alleged code violators to achieve compliance, and issue warnings and citations.

SUPERVISION RECEIVED: Works under the supervision of the building official with regard to building inspection; works under the direction of the Planning and Building Department Director with regard to code enforcement.

SUPERVISION EXERCISED: Supervision is not a regular responsibility of positions in this class, but an incumbent will be expected to take leadership in assisting less experienced inspectors or enforcement officers.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Makes field inspections on projects where qualified; as demonstrated through possession of Building Code Agency certifications in a manner that insures compliance with the State Building Code and related County Codes.
2. Conduct final inspection of completed work; give official approval to acceptable structures and installations.
3. Complete inspection forms and notices of correction, maintain a daily log of activities and prepare correspondence and notices of correction for appropriate remedy of deficiencies.
4. Provide the general public with information regarding building codes and the procedures required to achieve code compliance.
5. Interpret building codes, mobile home regulations, flood plain and fill/excavation codes, zoning, land division and related codes as they pertain to enforcement activities.
6. Respond to citizen complaints about code violations.
7. Coordinate and attend meetings with alleged code violators and attempt to achieve compliance. May serve as liaison between complainants and alleged violators in an attempt to achieve compliance.
8. Prepare documentation of specific violations, interviews and witnesses, and perform necessary research of deeds, legal descriptions, car ownership, tax and assessment records, and provisions of state law and county ordinance in development needed documentation.

9. Issue warnings and citations related to violation of codes.
10. Represent the county in court with respect to code and violations.
11. Develop and maintain effective, harmonious and reasonable work relationships with others.
12. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

13. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of building construction materials and methods; basic knowledge of the state building codes; ability to detect structural and other deficiencies, and to appraise the quality of construction; ability to read and interpret plans and specifications and to reconcile them with construction in progress; some knowledge of zoning and related land development ordinances and procedures; some knowledge of environmental health regulations and procedures; understanding of county enforcement ordinances and procedures; some knowledge of legal descriptions of land and recording and indexing of documents; ability to analyze factual situations and relate facts to building code and ordinance provisions; ability to work with the public to obtain compliance through persuasion and reason rather than coercion; ability to develop and maintain cooperative working relationships with other agencies, employees and the public.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high and a minimum of two years of experience as an inspector in a jurisdiction recognized by a model code group (ICBO, BOCA or SBCCI), or one year of experience and an Associate's Degree in Building Inspection Technology, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of two State of Oregon A level and three C level certifications plus Manufactured Home Inspector certification; or four C level certifications plus Manufactured Home Inspector certification. Also, possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed at construction sites. A person must have the ability to inspect buildings where climbing and crawling in confined spaces and at elevated heights is required. Work requirements include the ability to see, talk and hear; sit and stand; walk, bend, stoop, use hands to finger, handle or operate objects, tools or controls, and reach with hands and arms. The work requires the ability

to lift or move fifty (50) pounds.