

## **LINN COUNTY CLASSIFICATION**

**TITLE: SENIOR FIELD INSPECTOR**

**NUMBER: 324**

**PAY RANGE: 18**

**CATEGORY: OPEU**

**APPROVAL ORDER**

**NUMBER: 2000-283**

**DATE: August 9, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Provide assistance to Building Official in program planning, evaluation, code revision, code enforcement and resolving conflicts between inspectors and the public; may act in capacity of Building Official in the absence of incumbent; perform field inspections for buildings of all complexities for compliance with the codes and related ordinances; organize and manage the work of the field inspector.

SUPERVISION RECEIVED: Works under the general direction of the Building Official.

SUPERVISION EXERCISED: Directly manages the daily fieldwork of the inspectors. Manages fieldwork with respect to achieving timely and effective inspections.

DISTINGUISHING CHARACTERISTICS: This classification is distinguished from the Building Official in that the Senior Field Inspector assists the Building Official in managing the building inspection function within the Building Division whereas the Building Official is responsible for the entire division.

The Senior Field Inspector is distinguished from other inspectors in that the incumbent is responsible for monitoring and allocating work loads and maintaining quality standards for inspections. The Senior Field Inspector exercises authority over subordinate inspectors and assists in performance evaluations.

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. Answer inquiries concerning building codes, inspections, permits and plan reviews.
2. Provide code information and interpretation for inspectors, architects, designers, engineers and contractors during preliminary design, pre-application, and construction phases of development.
3. Resolve conflicts and complaints regarding code interpretations that do not require policy decisions by the Building Official.
4. Inspect commercial, industrial and one and two family dwellings to ensure that construction or alteration complies with state and municipal building regulations; keep accurate records of inspections.
5. Supervise and review work of assigned staff.

6. Coordinate and conduct training to keep inspectors current with code and certification requirements as directed by the Building Official.
7. Review county codes and ordinances and recommend changes.
8. Provide basic job training and safety instruction to assigned employees regarding their job assignments.
9. Serve as code enforcement officer which involves investigation, documentation, resolution and issuance of warnings and citations related to violation of codes and ordinances. Represent the county in court with respect to code and ordinance violations.
10. Develop and maintain effective, harmonious and reasonable work relationships with others.
11. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

12. Other duties as assigned.

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

KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of rules and procedures for administration of Building, Mechanical, Plumbing and Electrical Codes; thorough knowledge of commercial, industrial and one and two family dwellings construction materials and methods; thorough knowledge of techniques and methods of construction inspection; thorough knowledge of principles and techniques of supervision and conflict resolution and knowledge of County zoning regulations.

Ability to plan, direct and coordinate the work of subordinates; ability to use engineering and architect scale, level and associated tools of the trade; ability to interpret building plan specifications and detect design faults; ability to determine building occupancy statutes and the appropriate fire and life safety construction requirements; ability to maintain complete and accurate records; ability to interpret code sections and communicate policies and procedures to people with differing levels of expertise; ability to work effectively with contractors, builders, co-workers and the general public; ability to communicate effectively in oral and written form.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high and a minimum of three years of experience as an inspector in a jurisdiction recognized by a model code group -- International Conference of Building Officials (ICBO), Building Officials and Code Administrators (BOCA) or Southern Building Code Congress International (SBCCI), or two years 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.

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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. Possession of a valid Oregon driver's license and an acceptable driving record; ability to inspect buildings where climbing and crawling in confined spaces and at elevated heights will be required.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed both indoors and outside. 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.