Combination Inspector

FLSA Status: Covered
Bargaining Unit: District Council of Trade Unions (DCTU)

General Summary

Positions in this broad class perform inspections to insure compliance with building, plumbing, electrical, heating, ventilation, housing and zoning codes, and permitted requirements primarily of new and existing one and two-family residential buildings and associated structures, which may include manufactured dwellings.

Combination Inspector - 30000170

Distinguishing Characteristics

The Combination Inspector is a journey-level class that typically provides field inspection work independently, requiring responsible decisions, knowledge and judgment of applicable federal, state and city plumbing, mechanical, electrical, building, manufactured dwelling, and construction codes and standards. It differs from the other Inspectors by its primary focus on residential one and two-family buildings and its inclusion of all four specialty areas.

Typical Duties/Examples of Work

1. Inspects construction or remodeling work on one or two-family residential buildings and associated structures, which may include manufactured dwellings, to determine compliance with applicable building, electrical, mechanical, plumbing, and manufactured dwelling codes, permit requirements and standards, erosion control measures, and compliance with applicable provisions of Title 24, 27, 28, and 33 of the Code of the City of Portland.

2. Reads and interprets blueprints and specifications in the field regarding compliance of all phases of construction with approved plans and specifications.

3. Consults with homeowners and contractors on the job to advise them of regulatory requirements and problems, and answers questions; makes rough and finished drawings for records.

4. Prepares records of field inspections and issues reports of necessary corrections and approvals; researches pertinent files and records, monitors assigned district for work being performed without permit, and issues stop work orders if necessary.

5. Investigates complaints regarding code and administrative rule violations by inspecting premises, gathering evidence, researching sources, and determining

violations; develops solutions and recommendations for corrective action in difficult or complex code cases, tracks and manages cases.

6. Collects evidence of code violations; composes and maintains correspondence and records for proper evaluation and documentation of code enforcement case management protocols, prepares cases for fee assessments and code hearings; may appear as a witness in various proceedings.

7. Assists in the field training of other inspectors.

8. Responds to calls to work during emergencies.

9. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: provisions of the Oregon Structural, Electrical, Mechanical, Plumbing, One and Two Family Dwelling Codes; principles, practices, and materials used in building construction; mathematics; may require knowledge of the Manufactured Dwelling & Park Specialty Code.

Ability to: establish effective working relationships with a diversity of others; organize work; schedule and set priorities; exercise tact and diplomacy in dealing with co-workers and the public; prepare reports, write letters, and input and retrieve information using computer software.

Skill in: reading and interpreting blueprints and building plans; explaining technical building information requirements to knowledgeable and lay persons; interpreting building code and applying it to specific installations; communicating effectively with people who are angry, hostile and/or confused.

Special Requirements

- Valid state driver's license; and,
- Oregon Inspector Certification; and
- Oregon "A" level Inspector Certification or International Code Council (ICC) Commercial Inspector Certification in structural or mechanical; or Oregon "A" level Inspector certification in plumbing or electrical; and
- Either Oregon or ICC Residential Inspector Certification in structural, plumbing, electrical and mechanical; and
- May require Oregon Manufactured Home Installation Inspector Certification; and
- May require Oregon Park Inspector certification.

Classification History:
Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes: 2127 Combination Inspector: Adopted: 01-13-92; Revised: 11-01-92 (title change as a result of contract negotiations 1992)

Revised: 10-18-04 (Updated class spec and certification requirements. Eliminated senior level)

June 2009 - Change Job Class number from 2127 to 30000170, due to system change.

Revised: 11-15-12 Updated to clarify enforcement duties and update state certification requirements

Working Conditions

Work in this class is typically performed in an office and/or a field environment. Incumbent is typically required to negotiate rough terrain; to work outdoors in all weather conditions; to lift up to 25 pounds; to be called back to work during emergencies.