Building Inspector

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

General Summary

Positions in this broad class series perform inspection of structural and mechanical systems and related structures to ensure compliance with building, mechanical, and planning codes.

Building Inspector I - 30000175

Distinguishing Characteristics

The entry level of this class typically performs field inspections and plan reviews on B-level buildings and structures (smaller commercial projects) as defined by the Oregon Structural Specialty Code (International Building Code with Oregon amendments), and residential structures, which may include manufactured dwellings. The work requires knowledge and judgment in the application and interpretation of structural/mechanical and related codes. It differs from other classes of Inspectors by its focus on and certification in structural/mechanical inspections and plan review.

Typical Duties/Examples of Work

1. Inspects buildings, heating and ventilating systems, retaining walls, fences, towers, and other structures defined by the Oregon Structural Specialty Code (International Building Code with Oregon amendments) and Oregon Mechanical Specialty Code (International Mechanical Code with Oregon amendments) as B-level structures, as well as residential structures, which may include manufactured dwellings. Determines if these structures meet approved permit, plans, specifications and special inspection requirements.

2. Reviews plans for B-level structures and residential structures, which may include manufactured dwellings, prior to issuance of permits to determine compliance with structural and mechanical codes.

3. Inspects B-level buildings and residential structures, which may include manufactured dwellings, prior to remodeling to determine validity of permit application and compliance with zoning restrictions.

4. Requires corrections to be made when deficiencies are discovered; assists builders, designers, and owners in determining how corrections may be made to achieve code compliance.

5. Identifies construction being performed without a permit(s).

6. Conducts pre-construction meetings with developers, contractors and other staff to explain special inspection requirements for specific B-level building projects and residential structures, which may include manufactured dwellings.

7. Reviews special inspections and testing reports and resolves issues regarding B-level structures and residential structures, which may include manufactured dwellings.

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 Specialty Code (International Building Code with Oregon amendments), Oregon Mechanical Specialty Code (International Mechanical Code with Oregon amendments), Oregon Residential Specialty Code (International Residential Code with Oregon amendments), and related practices and materials used in building construction and/or heating and ventilating systems, including structural steel, reinforced concrete, structural masonry and pre-stressed concrete as they apply to B-level structures and residential structures; may require knowledge of Oregon State Manufactured Dwelling & Park Specialty Code.

Ability to: establish and maintain effective working relationships with a diversity of others; interact effectively to problem solve and partner with citizens, community groups and/or contractors; 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: evaluating construction methods; reading and interpreting building and/or structural and mechanical plans; reading and interpreting structural and mechanical codes and applying them to specific situations involving B-level projects and residential structures, which may include manufactured dwellings explaining technical building information and code requirements to knowledgeable and lay persons; communicating effectively with people who are angry, hostile and/or confused.

Special Requirements

1) Valid state driver's license and an acceptable driving record;

<u>and</u>

2) Either:
   a) Oregon B-level Structural Inspector Certification, **<u>or</u>**
   b) Oregon Inspector Certification and International Code Council (ICC) certification as a Commercial Building Inspector;

<u>and</u>

3) Either:
   a) Oregon Residential Structural Inspector Certification, **<u>or</u>**
   b) Oregon Inspector Certification and ICC certification as a Residential Building Inspector;

and

4) Either:
   a) Oregon B-level Mechanical Inspector Certification, **or**
   b) Oregon Inspector Certification and ICC certification as a Commercial Mechanical Inspector;

and

5) Either:
   a) Oregon Residential Mechanical Inspector Certification, **or**
   b) Oregon Inspector Certification and ICC certification as a Residential Mechanical Inspector.

6) May require
   a) Oregon B-level Plans Examiner Certification, **or**
   b) Oregon Inspector Certification and ICC certification as a Commercial Building Plans Examiner.

7) May require Oregon Manufactured Structure (Home) Installation Inspector Certification.

Persons using ICC and OIC certifications to qualify for this position shall have a minimum level of experience as specified below:

1. Two years of construction, design or inspection related experience or its equivalent, **or**

2. A one year Certificate of Completion from a Building Inspection Technology program and one year of construction, design or inspection related experience, **or**

3. A two year Associates degree in Building Inspection Technology or its equivalent, **or**

4. Registration as a registered Oregon architect or certified Oregon professional engineer, **or**

5. A bachelor or master's degree in architecture, civil engineering or structural engineering.

Classification History:

Adopted:	05-29-02	
Revised:	10-18-04	Updated class spec and certification requirements.
Revised:	02-14-06	Updated to reflect changes in State-mandated certification requirements.
Revised:	05-25-06	Formatting changes to clarify certification requirements.
Revised:	06-12-06	Updated to reflect State of Oregon adoption of International Building Code as the Oregon Structural Specialty Code and the International Mechanical Code as the Oregon Mechanical Specialty Code.

June 2009 - Change Job Class number from 2142 to 30000175, due to system change.

Building Inspector II - 30000173

Distinguishing Characteristics

The journey level of this class typically performs independent field inspections requiring knowledge and judgment in the application and interpretation of structural/mechanical and related codes. It differs from other classes of Inspectors by its focus on and certification in structural inspection. Some positions may require mechanical certifications.

Typical Duties/Examples of Work

1. Inspects buildings, heating and ventilating systems, retaining walls, fences, towers, swimming pools and other structures in the process of construction, remodeling or repair; determines if the structure meets approved permit, plans, specifications, special inspection requirements, and applicable codes, including provisions of Titles 24, 27, 28, and 33 of the City of Portland Code.

2. Inspects sites and buildings prior to remodeling to determine the validity of permit applications and compliance with zoning restrictions.

3. Requires corrections to be made when deficiencies are discovered; assists builders, owners, engineers and architects in determining how corrections may be made to achieve code compliance.

4. Monitors an assigned district for construction being performed without permit, and for dangerous structures; inspects dangerous structures subject to repair, abatement, or demolition for fire and life safety requirements.

5. Inspects fire-damaged buildings to determine needed repairs; investigates alleged violations of building and zoning ordinances; makes reports of field inspections; prepares complaints; may apply for warrants and consult with attorneys in prosecution of code violators.

6. Conducts pre-construction meetings with developers, contractors, engineers, architects and other staff to explain special inspection requirements for specific projects.

7. Administers certification tests for special inspectors and reviews work standards and procedures; administers certification procedures for testing agencies and fabricators; reviews inspection and testing reports.

8. Reviews special inspection and testing reports and resolves issues.

9. Assists in field training of other inspectors.

10. Prepares reports, writes letters, inputs and retrieves information using computer software.

11. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: provisions of the Oregon Structural Specialty Code (International Building Code with Oregon amendments), Oregon Mechanical Specialty Code (International Mechanical Code with Oregon amendments) and related codes; may require knowledge of the Oregon Manufactured Dwelling & Park Specialty Code; practices and materials used in building construction and/or heating and ventilating systems, including structural steel, reinforced concrete, structural masonry and pre-stressed concrete.

Skill in: reading and interpreting building and/or structural and mechanical plans and codes and applying them to specific situations.

Special Requirements

1. Valid state driver's license and an acceptable driving record;

and

2. Either:
    a. Oregon " A " level Structural Inspector Certification, **or**
    b. Oregon Inspector Certification (OIC) and International Code Council (ICC) certification as a Commercial Building Inspector;

and

3. Either:
    a. Oregon Residential Structural Inspector Certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Residential Building Inspector

4. May require Oregon Manufactured Structural (Home) Installation Inspector Certification.

Assigned positions: In addition to the special requirements listed above, applicants must meet the requirements listed below for positions assigned to the Commercial Structural/Mechanical Section:

1. Either:
    a. Oregon "A" level Mechanical Inspector Certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Commercial Mechanical Inspector;

and

2. Either:
    a. Oregon Residential Mechanical Inspector Certification, **or**
    b. Oregon Inspector Certification (OIC) and ICC certification as a Residential Mechanical Inspector.

Building Inspectors assigned to the Residential Inspections Section are required to complete an in-house training program leading to Residential Inspector certifications in electrical, mechanical and plumbing within five years from date of assignment.

Persons using ICC and OIC certifications to qualify for this position shall have a minimum level of experience as specified below:

1. Two years of construction, design or inspection related experience or its equivalent, **or**

2. A one year Certificate of Completion from a Building Inspection Technology program and one year of construction, design or inspection related experience, **or**

3. A two year Associates degree in Building Inspection Technology or its equivalent, **or**

4. Registration as a registered Oregon architect or certified Oregon professional engineer, **or**

5. A bachelor or master's degree in architecture, civil engineering or structural engineering.

Classification History:

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-1999. This class is composed of the following classes:

2140 Building Inspector Revised: 10-18-83, 02-20-87

Revised:	07-01-94	Updated class specification.
Revised:	08-20-97	Revised to include Site Development Section job duties and KSA's.
Revised:	10-18-04	Updated class spec and certification requirements.
Revised:	02-14-06	Updated to reflect changes in State-mandated certification requirements.
Revised:	05-25-06	Formatting changes to clarify certification requirements.
Revised:	06-12-06	Updated to reflect State of Oregon adoption of International Building Code as the Oregon Structural Specialty Code and the International Mechanical Code as the Oregon Mechanical Specialty Code.

June 2009 - Change Job Class number from 2140 to 30000173, due to system change.

Senior Building Inspector - 30000174

Distinguishing Characteristics

The senior level typically provides specialized lead inspections, including interpreting the State Structural codes and ensuring that these code requirements are met. Work includes providing advice to field inspectors in the solution of technical problems, and advising applicants on code requirements, permit procedures, and building construction methods. The class is distinguished from Building Inspector by leading the work of subordinate inspectors and trainees, having program responsibilities, and/or serving as case manager, and assisting the section supervisor in ensuring the quality and consistency of code application.

Typical Duties/Example of Work

1. Provides lead direction to subordinate inspectors and trainees as formally assigned, including scheduling, coordinating, assigning, reviewing and overseeing the completion of a variety of work, including enforcement of the state and city structural and zoning codes.

2. Carries out quality control inspections in the field to ensure the consistency of enforcement throughout the section.

3. Carries out inspections on complex structures.

4. Acts as back-up field inspector in times of heavy workload. Provides training and technical back-up and resource information to field inspectors.

5. Advises designers, contractors, and property owners on code requirements, permit fees, and bureau procedures.

6. Researches records and writes reports pertaining to code enforcement; responds to telephone inquiries and requests for inspections.

7. Works with facilities that participate in a permit program to establish mutually agreed-upon repair schedules; consults and negotiates with owners and contractors in the program.

8. Reviews building plans for compliance with structural and mechanical codes; completes plan check sheet, listing changes as needed; contacts applicant and arranges for plan revision; operates a personal computer to track data.

9. Performs related duties as assigned.

Required knowledge, Skills and Abilities

Knowledge of: practices and materials used in construction and in structural and mechanical systems; provisions of Titles 24, 27, 28, and 33 of the City of Portland Code; principles of leadership, organization, administration, and setting priorities.

Skill in: oral and written communications; reading and interpreting building plans; math; establishing and maintaining effective working relationships with management, subordinates, contractors, engineers, property owners, public and private officials, and general public.

Special Requirements

1. Valid state driver's license and acceptable driving record;

and

2. Either:
    a. Oregon "A" Level Structural Inspector Certification, **or**
    b. an Oregon Inspector Certification and International Code Council (ICC) certification as a Commercial Building Inspector;

and

3. Either:
    a. Oregon Residential Structural Inspector Certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Residential Building Inspector.

4. May require Oregon Manufactured Structural (Home) Installation Inspector Certification.

Assigned position: In addition to the special requirements listed above, applicants must meet the requirements listed below for positions assigned as below:

For positions assigned to the Commercial Facilities Permit Program:

1. Either:
    a. Oregon "A" Level Plans Examiner Certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Building Plans Examiner;

and

2. Either:
    a. Oregon "A" Level Mechanical Inspector certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Commercial Mechanical Inspector.

For positions assigned to the Residential Inspections Program:

1. Either:
    a. Oregon Residential Mechanical Inspector certification, **or**
    b. an Oregon Inspector Certification and ICC certification as a Residential Mechanical Inspector;

and

2. Designated positions may require either:
    a. Oregon "A" Level Mechanical Inspector certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Commercial Mechanical Inspector.

For positions assigned to the Commercial Structural / Mechanical Section:

1. Either:
    a. Oregon Residential Mechanical Inspector certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Residential Mechanical Inspector;

and

2. Either:
    a. Oregon "A" Level Mechanical Inspector certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Commercial Mechanical Inspector.

For positions assigned to the Residential Field Issuance Remodel Program:

1. Either:
    a. Oregon Residential Plans Examiner Certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Residential Building Inspector;

and

2. Oregon Residential Electrical Inspector Certification;

and

3. Either:
    a. Oregon Residential Mechanical Inspector certification, **or**
    b. Oregon Inspector Certification and ICC certification as a Residential Mechanical Inspector;

and

4. Oregon Residential Plumbing Inspector certification.

Persons using ICC and OIC certifications to qualify for this position shall have a minimum level of experience as specified below:

1. Two years of construction, design or inspection related experience or its equivalent, **or**

2. A one year Certificate of Completion from a Building Inspection Technology program and one year of construction, design or inspection related experience, **or**

3. A two year Associates degree in Building Inspection Technology or its equivalent, **or**

4. Registration as a registered Oregon architect or certified Oregon professional engineer, **or**

5. A bachelor or master's degree in architecture, civil engineering or structural engineering.

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:

2141 Senior Bldg. Inspector

Adopted 10-29-90; Classification abolished 07-17-77, reestablished 10-29-90

Revised 02-26-98 (revised to add case manager and personal computer duties)

Revised:	10-18-04	Updated class spec and certification requirements)
Revised:	02-14-06	Updated to reflect changes in State-mandated certification requirements.)
Revised:	05-25-06	Removed requirement for all Senior Inspectors to have "A" level Mechanical certification and added it only to some program-specific requirements. Formatting changes to clarify certification requirements.

June 2009 - Change Job Class number from 2141 to 30000174, due to system change.

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; lift up to 25 pounds; to work outdoors in all weather conditions; to be called back to work during emergencies; to work in and around traffic.