Structural Inspector

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

General Summary

Positions in this broad class provide inspection of new and remodeled structures and site conditions to secure compliance with building-related codes and ordinances regulating the erection, alteration, or repair of structures.

Structural Inspector, Trainee - 30000180

Distinguishing Characteristics

The trainee level of this class typically works under the close supervision of a Structural Inspector, Building Inspector and/or Senior Building Inspector, and possesses an education in engineering, architecture, surveying, or a related field, or sufficient experience in complex construction practices. The trainee position is in training to assume a full Structural or Building Inspector position once the prescribed training requirements and certifications have successfully been met.

Typical Duties/Examples of Work

1. Assists assigned Inspector with the inspection of buildings and other structures in the process of construction, remodeling or repair.

2. Assists assigned Inspector with site and building inspection prior to construction; learns inspection procedures and techniques; assists with determining compliance with zoning.

3. Observes and learns related codes and ordinances as they apply to inspections.

4. Observes and learns construction materials, techniques and practices in relation to code requirements.

5. Makes observations and records findings; compares observations and inspections with assigned Inspector.

6. Learns department policies and procedures and record-keeping requirements.

7. Participates in training program.

8. Assists in field training of other inspectors.

9. Responds to calls to work during emergencies.

10. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Ability to: learn and apply the principles and practices of building inspection including required codes, ordinances and regulations; learn and apply construction inspection techniques and procedures; 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; establish and maintain effective customer service and code compliance; prepare reports, write letters, input and retrieve information using computer software.

Special Requirements

- Valid state driver's license and an acceptable driving record;
- Education in engineering, architecture, surveying, or related field, or sufficient experience in complex construction practices.

Classification History:
Adopted: 2-03-99:
Class created as a result of DCTU Classification and Compensation Study 1998-99;
Revised: 10-18-04
Revised: 06-16-06 Added requirement for acceptable driving record.
June 2009 - Change Job Class number from 2170 to 30000180, due to system change.

Structural Inspector - 30000181

Distinguishing Characteristics

The Structural Inspector is the journey level class of work, and typically performs independent field inspections of complex structures and sites. It is distinguished from the Trainee by the achievement of journey status and required certifications and /or training. It differs from the Building Inspector, which inspects structural and mechanical systems in residential, commercial/industrial and multi-family structures, by its focus on structural and special inspections for more complex structures and the complicated elements of those structures.

Typical Duties/Examples of Work

1. Performs inspections of assigned site or structure; schedules and coordinates required inspections as appropriate; attends pre-construction meetings and coordinates the inspection process with appropriate staff.

2. Inspects buildings and sites for conformity to plans, specifications, applicable laws, codes and regulations; reviews reports by engineers and contractors, and incorporates into the inspection process as necessary.

3. Resolves problems related to building construction, which may involve: research of records, history and codes; field evaluation; investigation of alternatives; and proposal of solutions.

4. Maintains daily inspection records and drafts reports identifying violations and corrective action.

5. Responds to complaints from the public; secures and serves violation and stop work notices; follows-up on notices for compliance; refers violations as appropriate for further legal action.

6. Works closely with building design and construction team.

7. Reviews special inspection and testing reports and resolves related issues.

8. Provides technical and educational information to permit applicants, the general public, architects and other professionals; provides testimony or serves as expert witness as required for judicial or quasi-judicial proceedings pertaining to case, applicable codes and regulations.

9. Attends professional seminars, meetings and training as required; ensures that all required licenses or certifications are maintained.

10. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: Oregon Structural Specialty code, ordinances, and regulations; site construction practices; construction materials and methods; inspection methods and procedures; structural systems and design.

Ability to: learn and stay current with changing codes and regulations; read and interpret construction plans and blueprints; read and understand special inspection and technical reports; prepare reports, write letters, and input and retrieve information using computer software.

Skill in: enforcement of laws, codes, ordinances, and regulations with firmness, tact and equity; effective communication with engineers, contractors, developers, staff and the general public; communicating effectively with people who are angry, hostile, and/or confused.

Special Requirements

- Valid state driver's license and an acceptable driving record; and
- Oregon Code Certification as an "A" level Structural Inspector, or
  - an Oregon Inspector Certification (OIC) and International Code Council (ICC) certification as a Commercial Building Inspector, and
- One or more City of Portland Class A Special Inspector certifications (as listed below):
  1. Reinforced Concrete
  2. Prestressed Concrete
  3. Structural Steel and Welding
  4. Structural Masonry
  5. Structural Wood
  6. Shotcrete
  7. Proprietary Anchors
  8. Cold-formed Steel Framing
  9. Spray Applied Fireproofing
  10. Controlled Activity and Specialty Inspections

Persons using the OIC and ICC 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's or master's degree in architecture, civil engineering or structural engineering.

In addition, some positions may require all certifications listed below:

1. Oregon "A: level Mechanical Inspector Certification, or Oregon Inspector Certification (OIC) and ICC certification as a Commercial Mechanical Inspector.
2. Oregon Residential Mechanical Inspector Certification, or Oregon Inspector Certification (OIC) and ICC certification as a Residential Mechanical Inspector.
3. Oregon Residential Structural Inspector Certification, or Oregon Inspector Certification (OIC) and ICC certification as a Residential Building Inspector.

Classification History:
Adopted: 2-03-99:
Class created as a result of DCTU Classification and Compensation Study

1998-99;
Revised: 10-18-04
Revised: 06-16-06 Updated to reflect changes in State-mandated certification requirements. Added requirement for Portland Class A Special Inspector certifications.
Revised: 06-06-08 Updated to add mechanical inspector certifications
June 2009 - Change Job Class number from 2175 to 30000181, due to system change.

Working Conditions

Work in this class is typically performed in an office and/or field environment. Incumbent is typically required to negotiate rough terrain; to 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.