

BDS is committed to being the best development services agency in the country.

BDS's core values include:

- Dedication to serving the public
- Pride in our work
- Concern for the long-term viability of the community
- Recognition of the worth, quality, and importance of each employee and member of the community
- Support for continual learning, education, and innovation

WE WOULD BE HAPPY TO TALK WITH YOU ABOUT CAREER OPPORTUNITIES AT BDS

For more information, please contact:

Adrienne Edwards in Administrative Services,  
at [Adrienne.Edwards@PortlandOregon.gov](mailto:Adrienne.Edwards@PortlandOregon.gov)

“Helpful hints” for how to apply for city jobs can be found at:

[www.PortlandOregon.gov/BDS/43591/](http://www.PortlandOregon.gov/BDS/43591/)

To learn more about applying for jobs with the City of Portland and to view postings, please visit the Online Career Center: [www.PortlandOregon.gov/jobs](http://www.PortlandOregon.gov/jobs)

IMPORTANT: Recruitments are generally open for two weeks and jobs are posted every Monday morning.

The City of Portland is an equal opportunity employer. Everyone is encouraged to apply.

## BENEFITS

Excellent benefit package that includes an insurance plan with coverage for medical, dental, vision, life and long-term disability; generous vacation and sick leave accrual benefits; several paid holidays plus three personal holidays each year; City-paid retirement contributions; and an employee-paid Deferred Compensation Plan. Many City-sponsored health and wellness activities: A confidential employee assistance program. Two on-site fitness centers. Financial incentive for bus, bike, carpool or walk to work 80 percent of the time. CityKids Child Development Center, open to the children of City employees, in the Portland Building.

CITY OF PORTLAND, OREGON - BUREAU OF DEVELOPMENT SERVICES  
1900 SW Fourth Avenue, Portland Oregon 97201  
503-823-7300

[www.portlandoregon.gov/bds](http://www.portlandoregon.gov/bds)

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Career Brochure 03/21/16

Bureau of Development Services | City of Portland

# Career Opportunities



***THE BUREAU OF DEVELOPMENT SERVICES PROMOTES SAFETY, LIVABILITY, AND ECONOMIC VITALITY THROUGH EFFICIENT AND COLLABORATIVE APPLICATION OF BUILDING AND DEVELOPMENT CODES.***

*Join the BDS team!*



## Careers at BDS

Career opportunities at BDS include the following sample jobs, with current salary ranges:

\*For more information about the listed positions as well as other opportunities, please contact: Adrienne Edwards in Administrative Services, at [Adrienne.Edwards@PortlandOregon.gov](mailto:Adrienne.Edwards@PortlandOregon.gov)

### Office Support Specialist (OSS)

Office Support Specialist Staff provide clerical support for various bureau departments. Examples of work: answering phones; explaining City policies, procedures, and codes; processing payments; word processing letters, reports, and minutes; scheduling meetings; and ordering printing and supplies.

OSS I \$14.77- \$21.10/hr	OSS II \$16.22- \$23.29/hr	OSS III \$20.75- \$27.50/hr
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### Administrative Staff

Administrative Staff perform specialized administrative support and/or program duties of varying levels of difficulty for bureau sections or divisions.

Sr. Admin Specialist \$21.61- \$33.26/hr	Management Assistant \$23.20- \$35.74/hr
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### Finance Staff

Finance Staff perform financial, statistical, budgetary and other management analyses, including the preparation and/or review and analysis of financial plans, budgets, operations and organization.

Accountant I \$19.58- 28.15/hr	Accountant II \$25.60- \$32.23/hr
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Financial Analyst \$29.57- \$39.42/hr
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### Code Specialist

Code Specialists secure compliance with various City codes through field inspections and code interpretation and administration.

Code Specialist I \$16.59- \$22.08/hr	Code Specialist II \$21.78- \$28.84/hr
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### Development Services Technician

Development Services Technicians issue permits, calculate permit fees, review applications and track the flow of plans through the permit process, enter permit data on a computer, file plans, and explain codes, policies, and procedures to the public, contractors, engineers, and architects.

Technician I \$19.47- \$26.09/hr	Technician II \$26.09 - \$33.29/hr	Technician III \$31.69- \$40.47/hr
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### Development Services Project Coordinator

Development Services Project Coordinators provide advanced technical permit processing assistance and direction to developers, architects, engineers, and project managers on large and/or complex development projects.

Development Services Project Coordinator \$31.69- \$40.47/hr

### City Planner

City Planners investigate, analyze and develop reports and recommendations pertaining to land use and zoning issues. Planners participate in planning policy development, development review and infrastructure planning functions, long-range planning and other planning studies and projects.

Planning Assistant \$16.29- \$20.79/hr	Associate Planner \$25.16- \$29.12/hr
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City Planner I \$27.74- \$32.00/hr	City Planner II \$30.49- \$35.24/hr
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### Plans Examiner

Plans Examiners review a full range of building plans, plot plans and specifications for structures for compliance with building codes, including estimating construction costs for determining permit fees, reviewing plans with owners and design professionals, and approving plans or advising applicants of necessary plan corrections.

Residential Plans Examiner \$27.72- \$32.07/hr	Commercial Plans Examiner \$33.69- \$39.00/hr
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### Inspections

Inspectors inspect new and remodeled structures for compliance with structural, mechanical, electrical, and/or plumbing codes, write letters and reports, and advise the public on code requirements. Site Development Inspectors inspect and review building sites to ensure compliance with building codes, storm water management, erosion and sediment control best management practices.

Site Dev. Inspector I \$28.15- \$32.58/hr	Site Dev. Inspector II \$32.19- \$37.24/hr
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Building Inspector I \$28.15- \$32.58/hr	Building Inspector II \$32.19- \$37.24/ hr
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Electrical Inspector \$32.19- \$37.24/hr

Plumbing Inspector \$32.19- \$37.24/hr

Combination Inspector \$34.33- \$39.77/ hr

### Engineers

Engineers review structural engineering design work for compliance with building codes, perform in-field reviews, provide technical advice, analyze data from engineering studies, and prepare reports and correspondence.

Engineer \$41.66- \$50.63/hr