

## Plumbing Inspector

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

### General Summary

Positions in this broad class perform inspections of new and remodeled plumbing installations to insure compliance with the State of Oregon Plumbing Codes and the City of Portland plumbing regulations.

### Plumbing Inspector - 30000164

#### Distinguishing Characteristics

The journey level of this class typically performs independent field inspections requiring discretion, judgment, and knowledge of plumbing codes. It differs from other classes of Inspectors by its focus on and certification in plumbing inspection.

#### Typical Duties/Examples of Work

1. Receives and schedules inspection requests; communicates with homeowners and/or contractors regarding questions relating to scheduling and/or code violations.
2. Inspects new or existing plumbing installations during construction and completion for materials and compliance with applicable plumbing codes and regulations, including Title 25 of the Code of the City of Portland; writes detailed inspection reports.
3. Inspects water, drainage, waste, vent, sewage, and storm water piping systems to ensure that plans and materials conform to plumbing code requirements.
4. Inspects and determines if plumbing systems are in cross-connection compliance; analyzes storm water disposal needs and takes appropriate action.
5. Inspects medical gas systems for materials and compliance with applicable codes and regulations.
6. Maintains detailed and accurate records; maintains and organizes inventory of district permits; attaches detailed drawings of rain drains, sewers, water lines and on-site storm water disposal systems.
7. Coordinates inspection records with other inspectors in district to ensure a complete and accurate record.
8. Performs computer record and permit searches to determine appropriate fees, scope of work and ongoing revisions.

- 9. Assists in field training of other inspectors.
- 10. Responds to calls to work during emergencies.
- 11. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: provisions of the Oregon Plumbing Specialty Code and related amendments; practices and materials used in plumbing installations.

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: interpreting and explaining technical plumbing information and code requirements to knowledgeable and lay people; evaluating plumbing construction methods and materials; reading and interpreting blueprints; math; drafting detailed drawings and records; communicating effectively with people who are angry, hostile and/or confused.

**Special Requirements**

- 1) Valid state driver’s license and an acceptable driving record; and
- 2) Oregon Plumbing Specialty Code Inspector (PI) Certification; and
- 3) Oregon Residential Plumbing Inspector (CAP) Certification; and
- 4) May be required to obtain Oregon Department of Human Services (DHS) certification as a Cross-Connection Specialist; and
- 5) May be required to obtain Oregon Medical Gas Plumbing Inspector Certification that is issued by a state-approved certifying organization.

Plumbing Inspectors assigned to the Residential Inspections Section are required to obtain an Oregon Residential Electrical Certification, and Oregon Residential Structural Certification, and must meet the Oregon certification requirements to perform residential mechanical inspections within five years from date of assignment.

**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:  
2110 Plumbing Inspector Adopted: 06-15-76; Revised: 11-05-92; 01-28-93; 1-14-94

Revised: 10-18-04 Updated class spec and certification requirements.

Revised: 10-11-06 Updated class spec and certification requirements.

June 2009 - Change Job Class number from 2110 to 30000164, due to system change.

Revised: Feb 2017 – Updated class spec and certification requirements

Revised: 08-15-17 Updated class spec and certification requirements

## **Plumbing Inspector, Senior - 30000165**

### **Distinguishing Characteristics**

The senior level of this class typically is responsible for reviewing and approving plumbing permit applications and plumbing plans to ensure compliance with the plumbing codes. It differs from the Plumbing Inspector by leading the work of subordinate inspectors and trainees, having program responsibilities, providing training and advice to field inspectors in the solution of unusual technical problems, and advising applicants on code requirements, permit procedures, plumbing methods, and information from the plumbing section records.

### **Typical Duties/Examples 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.
2. Interprets plumbing code requirements for field inspectors as they apply to specific projects; approves alternative methods based on specific situations.
3. Reviews all building plans for compliance with the plumbing code; prepares inspection listing of fixtures indicated and sewer connection approval; checks new building plans for water supply size, waste and vent pipe size, sewer connection and storm drainage for the building and parking areas.
4. Reviews remodeling plans for changes in plumbing installations; determines when appropriate materials are indicated for handling hazardous wastes; completes plan check sheet, listing needed changes; contacts applicant and arranges for plan revision.
5. Advises designers, contractors, and homeowners on solutions of technical problems; gives information on permit fees and procedures; checks records and provides information.
6. Routes inspection requests to the proper district inspectors.
7. Works with facilities that participate in a permit program to establish mutually agreed-upon repair schedules; operates a personal computer to track data; reviews plans; consults and negotiates with owners and contractors in the program.

8. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: principles and practices of effective leadership; Title 25 Plumbing Regulations of the Portland Code.

Ability to: schedule and assign the work of others.

Skill in: demonstrating techniques and providing training to others; providing lead direction to staff, including assigning and reviewing work; reading and interpreting the plumbing code and applying it to specific installations; reading and interpreting piping plans and diagrams, including determining where hazardous wastes may occur; writing reports and letters.

**Special Requirements**

- 1) Valid state driver’s license and an acceptable driving record; and
- 2) Oregon Plumbing Specialty Code Inspector (PI) Certification; and
- 3) Oregon Residential Plumbing Inspector (CAP) Certification; and
- 4) May be required to obtain Oregon Department of Human Services (DHS) certification as a Cross-Connection Specialist; and
- 5) May be required to obtain Oregon Medical Gas Plumbing Inspector Certification that is issued by a state-approved certifying organization.

**Classification History:**

Adopted: 02-03-99 Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:  
2111 Sr. Plumbing Inspector Revised 06-18-85; 06-30-94; 02-26-98 (revised to add case manager and personal computer duties)

Revised: 10-18-04 Updated class spec and certification requirements.

Revised: 10-11-06 Updated class spec and certification requirements.

June 2009 - Change Job Class number from 2111 to 30000165, due to system change.

Revised: Feb 2017 – Updated class spec and certification requirements

Revised: 08-15-17 Updated class spec and certification requirements

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