Sign Inspector

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

General Summary

Positions in this broad class inspect a diverse spectrum of new and existing sign installations for conformance with City, State and National codes and regulations including testing lab standards and electrical inspection as needed.

Sign Inspector - 30000167

Distinguishing Characteristics

The journey level of this class typically works independently in the field and is responsible for decisions requiring discretion, judgment, and familiarity with the appropriate regulations related to signs. It differs from other classes of inspectors by its focus on signs.

Typical Duties/Examples of Work

1. Inspects all new sign installations for conformance with regulations, structural, and electrical safety; issues certificate of inspection and approval or notice of deficiency.

2. Inspects existing sign installations for structural condition, maintenance, and safety; requires repair or removal of unsafe signs; insects for conformance to applicable codes and regulations and requires removal of nonconforming signs.

3. Monitors city for illegal signs and signs installed without a permit; requires correction or removal.

4. Records information on installations inspected; reviews permit applications and issues permits; writes letters or otherwise contacts those responsible for ordinance, code, or permit violations; prepares complaints; may apply for warrants and may consult with attorneys in prosecution of code violators.

5. Attends meetings of the Sign Review Committee, Sign Code Committee, and signboards of Appeal committee as representative of the Bureau of Buildings.

6. Answers questions and advises contractors, building owners, and others regarding sign requirements

7. Responds to calls to work during emergencies.

8. Performs related duties as assigned.

Required Knowledge, Skills and Abilities

Knowledge of: practices and materials used in making sign installations; codes ordinances, statutes, and regulations as pertain to the Electrical industry in general.

Skill in: reading and interpreting codes and ordinances related to sign installations. Explaining technical sign information and code requirements. Evaluating sign construction and erection methods and math calculations. Establishing and maintaining effective working relationships with other employees, commercial building owners and managers, contractors, and the general public; operating and using personal lifting equipment used in sign inspection; Communicating effectively with people who are angry, hostile and/or confused.

Ability to: Exercise tact and diplomacy in dealing with co-workers and the public.

Special Requirements

Valid state driver's license; State of Oregon "A" level Electrical 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:
2120 Sign Inspector Adopted: 11-16-76
Revised: 5-15-95 (Class revised during recruitment and selection process)
June 2009 - Change Job Class number from 2120 to 30000167, due to system change.

Working Conditions

Work in this class is typically performed in a field environment. Incumbent is typically required to negotiate rough terrain to lift up to 50 pounds; to work outdoors in all weather conditions; to be called back to work during emergencies; to work in and around traffic.