

## Site Development Inspector

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

### General Summary

Positions in this broad class perform inspections and reviews of building sites including grading, storm water management, erosion control, site-related construction (retaining walls, trails, staircases, etc), private street construction, environmental zone mitigation/conformance, landslides, and clearing reviews to ensure compliance with building codes, storm water management, and erosion and sediment control best management practices; and inspect and evaluate sites for compliance with Oregon State On-Site Sewage Disposal rules, including evaluating the soil properties and geological features of proposed building sites for the suitability of a subsurface sewage disposal system, approving sites, and inspecting completed installations to ensure that materials and workmanship conform to requirements.

### Site Development Inspector I - 30000177

#### Distinguishing Characteristics

The entry level of this class typically performs field inspections requiring knowledge and judgement in application and interpretation of building site-related and environmental soils-related codes, and explains code, policies and procedures to the public. It differs from other classes of building inspectors by its focus on building site inspection and environmental soils. It is distinguished from the Site Development Inspector II in that at this level, inspections are not as complex and solutions are well-defined by code, procedure and practice, and by the certifications required for Site Development Inspector II.

#### Typical Duties/Examples of Work:

1. Assists in approving or denying new on-site sewage construction permits, and connection or repairs to existing systems; assists in checking septic and sewer plans and permit applications, and in preparing reports.
2. Reviews grading, erosion control, storm water management, and tree preservation/landscaping plans as part of building permit applications for conformance with state and local laws.
3. Performs routine erosion control inspections for commercial buildings and one and two family dwellings, with a focus on erosion control related to ground-breaking activities: before groundbreaking; after the project is started; upon completion; and 6

months after completion. Performs additional erosion control inspections during construction as needed, and performs inspections in response to citizen complaints.

4. Inspects properties for suitability of septic tank and drain field or alternative treatment system installation; assists inspectors in issuing written approval or denial of site based upon soil characteristics such as soil type, structure, texture, porosity, drainage capacity, layering, distance to wells or streams, and proximity to property lines.
5. Inspects finished septic systems and connecting building sewers to determine conformance to code by checking location of drain field, materials used, connections, proximity to wells and any variations from the approved plan; assists in investigating complaints related to failing septic and sewer systems.
6. Makes permanent drawings and records of septic and sewer installations inspected; assists in writing letters or otherwise contacting those responsible for code or permit violations.
7. Coordinates all inspection activities with building inspectors and public works inspectors as needed.
8. Documents all inspections and evaluates compliance with applicable codes.
9. Takes appropriate enforcement action for City Title 10 (Erosion Control) and parts of Title 24 (Building), Title 33 (Zoning), and OAR 340-71-100.
10. Provides technical information/advice to city staff and the public to interpret policies, regulations and laws regarding grading, erosion control, landscaping, storm water management, and environmental soils issues.
11. Provides contractors and builders with alternatives regarding best erosion control and environmental soils practices.
12. Identifies situations where other bureaus may need to be involved.
13. May monitor the work of third party inspectors carrying out special inspections for site development work.
14. May participate in a training program for State certification as an Environmental Health Specialist.
15. Assists in field training of other inspectors.
16. Responds to calls to work during emergencies.
17. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: erosion control practices as they relate to the breaking of ground at construction sites; natural resources conservation; storm water management; geology; biology; geography; planning and/or environmental engineering; practices, materials, and tools used in making subsurface sewage disposal installations; provisions of the Oregon Department of Environmental Quality (DEQ) On-Site Sewage Disposal rules, using the general principles of geo-morphology, hydrology and soil science; soil qualities related to drainage.

Skill in: using mathematical formulas to determine the impact of ground breaking activities; reading and interpreting sewage disposal rules and applying them to specific installations; evaluating construction methods of subsurface disposal systems; communicating orally and in writing with contractors, builders and the general public; explaining technical information and requirements; negotiating to obtain voluntary compliance; identifying and presenting viable alternative solutions to correct violations; communicating effectively with people who are angry, hostile and/or confused.

Ability to: learn and apply codes related to erosion control, building, and zoning; recognize violations and their causes; read and interpret maps, engineering and architectural drawings and specifications, and grading, tree preservation, landscaping, storm water management, and erosion control plans; take appropriate enforcement action in response to violations and resolve non-compliance by following established procedures; exercise judgment in determining alternative solutions that will lead to compliance; work under limited supervision; exercise tact and diplomacy in dealing with co-workers and the public; establish and maintain effective working relationships with a diversity of others; prepare reports, write letters, and input and retrieve information using computer software.

**Special Requirements:**

- Valid state driver's license.

**Classification History:**

Adopted: 03-21-01

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

June 2009 - Change Job Class number from 2158 to 30000177, due to system change.

Revised: Feb 2017 – Updated class spec and certification requirements

**Site Development Inspector II - 30000179****Distinguishing Characteristics**

The journey level of this class typically performs independent field inspections requiring knowledge and judgment in the application and interpretation of building site-related and environmental soils-related codes. It differs from the Site Development Inspector I in that at this level, certifications are required, inspections are more complex, and solutions are less well defined. It differs from other classes of inspectors by its focus on building site inspection and environmental soils.

**Typical Duties/Examples of Work**

1. Approves or denies new on-site sewage construction and storm water disposal systems permits and connections, or repairs to existing systems.
2. Advises plumbers, contractors, property owners and others regarding subsurface sewage disposal regulations; supplies location and installation information based on file drawings.
3. Reviews environmental land use proposals and plans involving trails, grading, clearing and other public use; attends public meetings to provide information related to site development codes and enforcement.
4. Reviews wastewater plans for conformance with state and local laws; checks sanitation plans and permit applications, and prepares reports.
5. Inspects site-related construction on commercial and one and two family dwelling projects, including retaining walls, fences, staircases, trails, bridges, towers, swimming pools and other structures in the process of construction, remodeling or repair; determines if the structure meets approved permit, plans, specifications, applicable codes and special inspection requirements.
6. Inspects properties for suitability of septic tank and drain field or alternative treatment system installation; issues written approval or denial of site based upon soil characteristics such as soil type, structure, texture, porosity, drainage capacity, layering, distance to wells or streams and proximity to property lines.
7. Inspects grading operations for private streets and sites being graded with no structures; enforces conformation to code and approved plans; maintains files.
8. Inspects sites for adequate environmental zone mitigation including grading, soil preparation and planting to landscaping industry standards.
9. Inspects holding tanks and sewage trucks.

10. Requires corrections to be made when deficiencies at construction sites or in sewer/storm water installations are discovered; assists builders, owners, engineers, architects and other bureaus in determining how corrections may be made to achieve code compliance.
11. Responds to landslide events by inspecting immediately and recommending mitigation.
12. Monitors assigned district for construction, site development, or sanitary work being performed; investigates complaints of building site ordinances and environmental complaints related to failing septic and sewer systems; makes reports of field inspections; prepares letters; may apply for warrants and consult with attorneys in prosecution of code violators.
13. Attends pre-construction meetings with developers, contractors, engineers, architects and other staff to coordinate construction management with other Bureaus.
14. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: provisions of the International Building Code, Oregon Structural Specialty Code, International Fire Code, Oregon One and Two Family Dwelling Specialty Code and related codes; practices and materials used in building construction, including structural steel, reinforced concrete, structural masonry and pre-stressed concrete construction as it relates to landscaping, grading and sediment control; landslides investigation; storm water management, erosion, and sediment control best management practices.

Skill in: evaluating building construction methods; reading and interpreting structural plans; reading and interpreting structural codes and sewage disposal rules and applying them to specific situations; investigation and inspection; explaining technical building information and code requirements, and providing technical advice to knowledgeable and lay persons.

**Special Requirements**

- Valid state driver's license;
- Possess at least one of the following requirements:
  - Oregon Registration as an Environmental Health Specialist;
  - Certified Professional in Erosion & Sediment Control;
  - Certified Professional in Storm Water Quality;
  - Oregon Inspector Certification (OIC) AND Oregon Structural Inspector – A-level(SIA) AND Oregon Residential Structural Inspector (CAS)

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. 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: 2105 Environmental Soils Inspector; Revised: 08-11-93

Revised: 03-21-01: Retitled Site Development Inspector to Site Development Inspector II

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

June 2009 - Change Job Class number from 2160 to 30000179, due to system change.

Revised: Feb 2017 – Updated class spec and certification requirements

**Site Development Inspector, Senior - 30000178**

**Distinguishing Characteristics**

The Senior Site Development Inspector is distinguished from the Site Development Inspector II by the responsibility for leading the work of subordinate inspectors and trainees, and by having program responsibilities.

**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. Plans and assigns activities of a team of field inspectors in the enforcement of building site-related codes and State of Oregon On-Site Sewage Disposal rules.
3. Performs quality control inspections in the field to ensure consistency of enforcement.
4. Serves as liaison with other bureaus on issues related to wastewater and storm water disposal, grading, erosion control, site-related construction, private street construction, environmental zone mitigation/conformance, landslides, clearing, and storm water management reviews.
5. Advises inspectors in the solution of complex or unusual technical problems regarding site-related issues or on-site sewage or storm water disposal.
6. Makes permanent drawings and records of sanitary installations inspected; writes letters or otherwise contacts those responsible for code or permit violations; prepares financial, technical, and progress reports.

7. Performs regular field inspections when indicated by section workload.
8. Researches records and write reports related to code enforcement.
9. Advises designers, contractors, property owners, and others on code requirements, the permit process, and bureau procedures.
10. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: effective principles and practices of leadership; landscaping, clearing, and grading.

Skill in: demonstrating techniques to others; providing training to others; providing lead direction to staff, including assigning and reviewing work; investigation and inspection.

Ability to: schedule and assign the work of others.

**Special Requirements**

- Valid state driver’s license;
- Possess at least one of the following requirements:
  - Oregon Registration as an /Environmental Health Specialist;
  - Certified Professional in Erosion & Sediment Control;
  - Certified Professional in Storm Water Quality;
  - Oregon Inspector Certification (OIC) AND Oregon Structural Inspector – A-level (SIA) AND Oregon Residential Structural Inspector (CAS)

**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:

2106 Senior Environmental Soils Insp. Adopted: 08-11-93

Revised: 08-01-94

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

June 2009 - Change Job Class number from 2159 to 30000178, due to system change.

Revised: Feb 2017 – 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; to work in and around traffic.