

City of Manzanita, Oregon

Position Description

Job Title: Building Official / Code Enforcement

FLSA: Non-Exempt

Supervisor: City Manager

Type: Full-Time

Department: Building and Planning

General Statement of Responsibilities

Administers the provisions of the Building Codes and zoning ordinances related to the building and construction of public, commercial, and residential buildings and ensures or enforces compliance with City Code requirements and state adopted building codes. Supports the Planning and Short-term Rental Program.

Supervision Received

Works under the general supervision of the City Manager.

Supervision Exercised

Supervision of others is not a typical function assigned to this position.

Examples of Duties - Essential Functions

The following duties are a representative sample of the level of responsibilities, but do not include all of the duties of a similar complexity and responsibility, which may be assigned, to a position in this class.

1. Assist in intake of permit applications for planning, plumbing, mechanical, residential constructions, etc. Reviews over-the-counter permit applications against approval criteria; logs applications; processes permit requests as needed or refers to Building Official or City Planner for additional review.
2. Inspect buildings for planning, building, plumbing and mechanical installations for conformance with the appropriate codes, regulations and plans/specifications.
3. Advise homeowners, contractors, architects, and engineers on planning and building code requirements as applied to specific building plans; provide technical advice and interpretation to staff and contractors regarding planning review, building plan review and inspection.
4. Obtain participation of the City's Planning and Public Works department, and cooperation of Fire Departments or other jurisdictions in conducting or completing plan reviews as needed.
5. Assist in the calculation of City fees and State surcharge tax prior to the issuance of a permit. Ensure proper tracking and reporting of all fees and surcharge tax collected and submitted to the state.
6. Review, monitor and inspect the work of permitted projects to determine compliance with planning and building code requirements; advice on corrections required; conduct field inspections on all permits issued and complete inspection forms for filling and tracking of projects as work progresses.

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7. Investigate violations and complaints concerning alleged violations of planning, building, short-term rentals and City ordinances, including site visits, and assist Building Official and City Planner with compliance processes.
8. Answer questions by telephone, email, at the counter, or in the field regarding code requirements for planning, construction, plumbing, mechanical, building, permit application requirements, and other construction related questions. Serves as primary contact in providing information and assistance related to land use development and building codes.
9. Maintain both digital and paper records and files.
10. Complete short-term rental inspections.
11. Maintain effective and cooperative working relationships with those encountered in the performance of duties including employees, elected officials, other organizations, and the public.
12. Performs other related duties as assigned.

Screening Criteria

Education and Experience:

- A High School Diploma, or equivalent, supplemented by additional coursework related to planning and land use or related field;
- Two years or progressively responsible work experience in a building department
- Residential, Structural and Mechanical Certification
- Manufactured Dwelling Inspection Certification
- Oregon Inspector Certification
- Commercial certifications

Special Requirements/Licenses: A valid Oregon driver's license and proof of an acceptable driving record are required.

Knowledge of: Significant knowledge of residential, and commercial building construction practices and techniques.

Significant knowledge of inspection practices and procedures, Oregon Revised Statutes, Oregon Specialty Codes, and City ordinances that govern building and mechanical inspections.

Knowledge of municipal planning and zoning principles and practices. General knowledge of building codes with the ability to interpret them for citizens and developer.

Basic knowledge of general office procedures and practices; business English, spelling, and punctuation; and personal computer applications in a Windows environment.

This description covers the most significant essential and auxiliary duties performed by the position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

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Skills: Basic computer skills, preferably in Microsoft Office Suite® products. Skilled in the operation and maintenance of equipment and tools used in the course of work. Verbal and written communication skills. Interpersonal skills. Excellent customer service skills. Strong organizational skills.

Ability to: Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions. Ability to follow oral and written instructions; prioritize tasks/workloads; complete assigned tasks with little functional oversight; and meet deadlines. Ability to establish and maintain effective working relationships with those encountered in the course of work. Ability to communicate effectively, both orally and in writing, using proper grammar and spelling in the English language. Ability to use good judgement during confrontational or high intensity situations. Ability to make decisions independently in accordance with established rules, regulations and policies. Ability to use initiative and judgement in carrying out tasks and responsibilities. Ability to pass a pre-employment criminal background check. Ability to meet the physical demands of the position.

Physical Demands of Position: *The physical demands listed below represent those that must be met by an incumbent to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with qualified disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, climb, balance, see, talk, hear, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 50 pounds and rarely move material over 50 pounds. Manual dexterity and coordination are required for over half of the daily work period which is spent while operating hand tools, power tools, motor vehicles, and heavy equipment, in addition to standard office equipment such as computers, keyboards, and telephones. This position requires both verbal and written communication abilities.

Working Conditions: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is primarily working outdoors with exposure to all types of weather conditions on a year-round basis. The employee is exposed to inclement weather conditions, dirt, grease, oil, and exhaust. The noise level in the work environment may require hearing protection.

Employee will wear proper protective equipment in compliance with city policy and OSHA standards to include reflective vest, protective footwear, safety glasses, gloves, hearing protection, and hard hat where recommended/required.

SIGNATURES:

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APPENDIX E – Building Official Job Description

This document has been reviewed by the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

_____ Incumbent Name	_____ Incumbent Signature	_____ Date
_____ Supervisor Name	_____ Supervisor Signature	_____ Date

Date Revised: December 2019

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