

CITY OF SALEM
SENIOR BUILDING INSPECTOR

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NATURE OF WORK

This is lead work with responsibility for coordinating building inspection activity each day, resolving minor code interpretation issues, and skilled inspection work assisting the Building and Safety Supervisor in balancing the inspection workload and achieving compliance with the Municipal Building Code and related regulations. This is the fourth in a series of four classifications covering building inspection work.

Work involves the responsibility for the daily coordination and assignment of inspection of residential and commercial buildings for Code compliance, conformance with plans, and safety and health hazards among available inspectors. This classification also performs inspection of commercial and residential buildings for compliance with Building Codes and related regulations; resolving minor code interpretation issues between inspectors and engineers, contractors, developers or the public. Incumbents of this classification act as lead workers, assigning inspections, and advising the Building and Safety Supervisor of potential code interpretation problems. The incumbents of this classification also exercise considerable independence in the technical interpretation of the Municipal Building Code and related regulations. Work direction is exercised over a group of building inspectors, but full supervision is not a required of this classification. General supervision is received in the form of goals and objectives within assigned responsibilities.

This classification differs from the Combination Inspector III by the requirement for lead responsibilities in the daily scheduling of inspections. This classification differs from that of the Building and Safety Supervisor by the absence of full supervisory responsibilities and the overall management of Building and Safety Services. May serve as active Building & Safety Supervisor in that person's absence.

ILLUSTRATIVE EXAMPLES OF WORK

(Any single position of a class will not usually involve all of the essential duties listed and many positions will involve essential duties which are not listed.)

Assigns building inspectors to buildings in process of construction, alteration, or repair for inspection of municipal code compliance and for application of safe construction practices. Prepares performance evaluations of building inspectors in consultation with Building & Safety Administration, determines priorities among inspections required on a daily basis, participates in the selection processes for plans examiners and building inspectors.

Performs inspections and reviews inspections of other personnel related to building, electrical, plumbing, or mechanical codes. Interprets structural code compliance in relationship to particular buildings in construction or alteration and the relationship of electrical, plumbing, or mechanical codes to the structural integrity of a building. Maintains appropriate building inspections records and results of

enforcement activities. Analyzes alternative methods of construction or new building materials for compliance with the intent of building codes. Serves as "appeals" person for contractor concerns.

Resolves code enforcement issues with contractors, owners, and other agencies. Prepares code enforcement cases for legal processing. In absence of the Building and Safety Supervisor or Permit Center Coordinator, assumes responsibility for the inspections and permit application activities of the division.

Schedules and ensures inspectors receive required training and maintain certification from the state in their specialty areas. Responds to a variety of public inquiries concerning such areas as construction practices plan review standards, permit fee schedules, etc.

Responds as a technical representative on code enforcement issues to court subpoenas. Recommends and drafts proposed ordinance or procedural changes for approval of the Building Official as needed.

Prepares letters, memos, and notices in response to inquiries or appeals from contractors, architects, engineers, or the public. Prepares written communications for policy and procedures within the Division.

Performs other related work as required.

WORK QUALIFICATIONS

Thorough experience in building construction at journey or foreman level and in building code enforcement involving lead work experience; graduation from a two year college, university, or trades school with major course work in construction, code enforcement, or plans review ; or any equivalent combination of experience and training which provides the following knowledges, skills, and abilities:

Certification as an "A" Level Structural Inspector, "A" Level Mechanical Inspector, 1 & 2 Family Dwelling Structural and Mechanical Inspector, and Manufactured Home Installation Inspector is required. 1 & 2 Family Dwelling Plumbing and Electrical Inspector, plus "A" Level Plans Examiner is desirable.

Thorough knowledge of all major types of building construction, materials, and methods and of stages of construction when possible violations and defects may be easily observed and corrected.

Thorough knowledge of Oregon Building Codes and the field of building code administration.

Considerable knowledge of construction and materials innovations and proposed code enforcement requirements as they relate to municipal code enforcement.

Some knowledge of legal enforcement procedures as applied to code enforcement issues.

Some knowledge of general real estate transactions as they relate to the development of building code requirements.

Thorough ability to establish and maintain effective working relationships with City employees, contractors, architects, and the general public.

Thorough ability to work independently and establish own methods of accomplishing project assignments.

Thorough ability to plan and organize work for completion by others, react effectively to changing priorities and deadlines, and work cooperatively with others to complete daily inspections and plans review processes.

Considerable ability to work cooperatively as a team player and foster an attitude of cooperation and teamwork.

Considerable ability to interpret and enforce the intent of building code regulations in a tactful, equitable manner.

Considerable ability to communicate effectively both orally and in writing.

Ability to interpret the intent of public health regulations as they relate to field inspections and enforcement procedures.

Some positions may require possession of a valid Oregon driver's license or Class C license and the ability to meet City driving standards.

Work is performed both the field and office settings. Physical ability to work in confined spaces and at heights, climb ladders and scaffolds and cross uneven surfaces typically present at a construction site. Exposure to noise, dirt, fumes, and construction machinery with safety precautions is required. Office work includes a variety of interruptions, background noise such as telephones and conversations, and requires sufficient mental concentration to review and interpret building codes.

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