



POSITION TITLE: Assistant Building Official
DEPARTMENT: Community Development
REPORTS TO: Development Services Division Manager/Building Official
CLASSIFICATION: Management Exempt, Job Group 14

POSITION SUMMARY

Assist the Building Official in the application and enforcement of City and State building codes and related laws and regulations to ensure the health, safety, welfare, comfort, and security of occupants and users of structures. These tasks are illustrative only and may include other related duties.

ESSENTIAL FUNCTIONS

Supports the Building Official and the Division's work groups and other staff involved in development approvals by problem-solving, interpreting codes, conducting complex reviews, performing field work, and providing technical assistance.

Ensures positive relations among administrative, inspection, plan review, and other City staff and Development Services customers. Resolves internal and external conflicts.

Investigates and resolves citizen complaints involving Division personnel, safety problems, or nuisances related to development projects. May refer difficult cases to the Building Official for resolution.

Assists in the oversight and direction of staff administration of the Development Services Code Compliance program which includes investigation and resolution of violations of municipal codes, and building codes. Coordinates investigation activities with other internal and external departments and agencies.

Assists in developing and implementing building inspection, code compliance, and building plan review routines, methods, policies, procedures, and standards in order to maximize consistency and efficiency.

Supports the Building Official by researching and monitoring draft legislation that affects the City's building program. Drafts local ordinances, policies, and procedures to ensure the Division's internal processes align with state and federal laws.

Performs personnel duties such as selection, coaching/mentoring, training, employee/labor relations, evaluating performance, succession planning, discipline, and termination. Creates and maintains an effective work environment by communicating goals and expectations for staff performance, counseling employees as appropriate, and supporting employee engagement efforts.

Works with the Building Official to develop and implement methods for regular tracking of work quality and staff performance relating to permit issuance and plan review. Implements and manages quality control programs for building plan review, code enforcement, and inspection functions.

May act as the City's Building Official per ORS 455.150 (3) in the Building Official absence.

Operates and drives a motor vehicle safely and legally.

Acts ethically and honestly; applies ethical standards of behavior to daily work activities and interactions. Builds confidence in the City through own actions.

Effectively promotes and implements division safety program. Complies with all safety rules and

performs work in a safe manner. Ensures supervisors provide and maintain a safe working environment in compliance with Federal, State, and City health and safety guidelines and regulations.

Represents the City of Corvallis by responding to the public, community members, its employees, and others in a prompt, professional, and courteous manner. Regards everyone, internal and external, as a customer and delivers the best service possible in a respectful and patient manner.

Maintains effective work relationships.

Adheres to all City and Department policies.

Arrives to work, meetings, and other work-related functions on time and maintains regular job attendance.

QUALIFICATIONS AND REQUIREMENTS

Education and Experience

High School diploma or equivalent required.

Six years of formal education, training and/or experience in construction management, architecture, structural engineering, building design, construction inspection and/or plan review.

OR

Associates degree in Architecture, Engineering, Construction Management, Public Administration, or a closely-related field and two years of experience in construction management, architecture, structural engineering, building design, construction inspection, and/or plan review.

One year of experience as a supervisor or lead worker is desired.

Knowledge, Skills and Abilities

Advanced knowledge of construction methods and procedures. Thorough working knowledge of architectural and structural engineering practices.

Ability to manage multiple tasks and constantly changing priorities, while managing complex projects, and maintaining responsiveness to public needs and requests. Ability to properly prioritize available resources to meet anticipated and variable workloads.

Ability to quickly assess, address and resolve potentially confrontational situations.

Excellent written and oral communication skills, and the ability to communicate complex technical information effectively to the public, both orally and in writing, including the ability to provide objective, concise and professional court testimony. Ability to speak in public.

Ability to provide interpretations, develop procedures, set policies, review and approve alternate materials and methods of construction, and accomplish some of the more highly complex technical functions of the department.

Ability to consider and understand complex legal issues in the context of both immediate and longer term decisions in a high pressure environment.

Ability to supervise employees, including the ability to delegate responsibilities appropriately. Ability to direct teams or task forces involved with special community projects or investigations involving multiple entities and multiple codes.

Excellent interpersonal, conflict resolution, leadership, and organizational skills.

Ability to get along well with coworkers and maintain effective work relationships, including effective labor relations.

Experience in use of permit tracking systems. Excellent ability to use computer hardware, printers, and computer programs to conduct inspections, complete plan reviews, communicate and present information, track progress, analyze performance, and schedule projects to perform the essential functions of the position.

Special Requirements

Certifications: Incumbent must be certified in accordance with OAR 918-098. The Oregon Inspector Certification (OIC) and the State of Oregon Building Officials Certification are required within six months of placement.

At least one set (either A or B), or a combination of the following two sets of certifications that effectively qualify the incumbent in accordance with OAR 918-098 to conduct commercial building plan reviews and inspections:

A. State of Oregon A-Level Plans Examiner and A-Level Structural Inspector Certification.

OR

B. International Code Council certifications for Commercial Building Plans Examiner and Commercial Building Inspector.

A State of Oregon Licensed Design Professional may be substituted for the above-required certifications with deferral to obtain certifications by the end of the probationary period.

Possession or ability to obtain and maintain a valid Oregon Driver's License.

Demonstrable commitment to equity, diversity and inclusion; ability to promote equity, diversity and inclusion principles with employees in day to day operations. Ability to successfully use equity, diversity and inclusion principles within the department and organization-wide.

Demonstrable commitment to, and understanding of, sustainability and the ability to promote commitment, understanding and use of sustainability principles by employees for day to day operations required. Ability to hold employees accountable for sustainability objectives.

The individual shall not pose a direct threat to the health or safety of the individual or others in the workplace.

SUPERVISORY OR LEAD WORK RESPONSIBILITIES

This position performs personnel duties such as selection, coaching/mentoring, training, employee/labor relations, evaluating performance, succession planning, discipline and termination. Creates and maintains an effective work environment by communicating goals and expectations for staff performance; counseling employees as appropriate, and supporting employee engagement efforts.

PHYSICAL REQUIREMENTS

In the performance of job duties the employee must have the ability to lift up to 30 pounds, and walk on uneven, steep or slippery surfaces when at construction sites and have the ability to sit for long periods of time at a computer workstation or at public meetings.

TOOLS AND EQUIPMENT USED

In the performance of job duties, the incumbent may use the following tools and/or equipment: multi-line phone system; computer and associated software; copy and fax machines; and other related tools and equipment. The employee may also use common hand tools and special trade-related instruments, ladder, scaffolding, tape measure, digital camera.

WORK ENVIRONMENT

Work performed in an office environment is usual office working conditions. The noise level in the work area is typical of most office environments, with some telephones, personal interruptions, and background noises. The noise level in the field may be moderate to loud. Routinely travels to inspection sites, occasionally working near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions or airborne particles.

Revision History:

Original:

Revised: 3/2009; 7/2016; 4/2022