# City of Umatilla

| Job Title: | Building Inspector | Job Category: | Non-Union; Non-Exempt |
|---|---|---|---|
| Department/Group: | Community Development | Pay Grade: | H (Resolution 24-2022) $78,564 - $95,724 |
| Location: | City Hall | Reports to: | Community Development Director |
| HR Contact: | Jonathan Egan | Position Type: | Full Time |
| Supervision: | Works under the general supervision of the Building Official | | |

## Minimum Qualifications:

- Two (2) years continuing education in pre-engineering, construction technology, or related field or,
- Experience in the application and interpretation of City, State, and Federal laws, rules, and regulations.
- Valid driver's license.
- Must have at least one of the following Oregon State certifications or equivalent experience to qualify for Oregon State certification:
    - Electrical Specialty Code Inspector (EI)
    - Commercial Plumbing Inspector (PI)
    - Structural Plans Examiner – A-Level (PEA)
    - Structural Inspector – A-Level (SIA)
    - Mechanical Inspector – A-Level (MIA)
    - Fire and Life Safety Plans Examiner (PEF)
    - Residential Structural Inspector (CAS)
    - Residential Plan Examiner (CAX)
    - Residential Plumbing Inspector (CAP)
    - Residential Electrical Inspector (CAE)

## Job Description

### GENERAL PURPOSE
Under general supervision of the Building Official, the Building Inspector performs and administers plan reviews and inspections of commercial, residential, and public buildings to ensure compliance with adopted local municipal building codes and ensures or enforces compliance with City code requirements and State adopted building codes.

### ESSENTIAL DUTIES AND RESPONSIBILITIES
The Building Inspector is responsible for inspecting the installation of certified systems, plan review, issuing permits, building inspection, code enforcement and coordinating activities and serving as the technical expert with other City staff, builders, architects, engineers, contractors, homeowners, outside agencies, or others, as necessary.

Assists and advises design professionals, contractors, and the general public in matters relating to construction and code requirements; also helps order, prepare, and maintain reference center materials and public information materials.

Prepares letters and written reports.

This list is illustrative only and not intended to specify every duty and job responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

- Understand, interpret, explain and apply city, state and federal laws and ensure compliance with the Building Code.
- Building policies and practices, reporting and record keeping.
- Work independently and make sound decisions under general or minimal supervision.
- Manage multiple projects, including coordinating processes and activities with others.
- Explain policies and procedures and respond appropriately to questions or concerns from other employees, departments, city management, elected officials, homeowners, external third parties, other jurisdictions and the general public.
- Perform complicated calculations, computation and analyses.
- Prepare clear, concise and comprehensive statements, reports, and other various written materials.
- Read and objectively interpret code requirements.
- Read and interpret construction plans and specifications.
- Remain proficient on code revisions, new codes and update inspector skills, certifications, and licenses.
- Maintain or ensure the collection, processing, and accountability of applicable fees and taxes.
- Develop, manage and monitor budgets and expenditures.
- Communicate effectively, clearly, and concisely, both in writing and orally.
- Exercise professional and responsible judgment and maintain effective working relationships with others.
- Apply effective internal and external customer service skills.
- Use keyboard; utilize word-processing, spread sheet and database programs or other application software as required for the position.
- Use of computer and related software applications such as Microsoft Word, Excel, and PowerPoint.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee must have overall stamina and ability to perform moderate to strenuous physical activity.
Duties include:
**Frequent -** standing, walking, using hands, and operating foot controls.
**Occasional -** driving, lifting and carrying up to 20 lbs, pushing and pulling up to 50 lbs, bending, twisting, crouching, kneeling, crawling, climbing stairs, climbing ladders, reaching forward, reaching above shoulder, using arms and wrists, and squeezing.
**Rare -** sitting, lifting or carrying up to 100 lbs.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those and 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.

Work performed is both indoors and outdoors.  Usual office working environment. This role routinely uses standard office equipment such as computers, phones, adding machines, copy machines, filing cabinets and fax machines.   The incumbent may need to work in noisy work areas.  Driving and field inspections in inclement weather is required.  Field inspections may require the ability to stoop, bend, walk over rough ground, crawl and perform other such physical activities.  Exposure to hazards is commonplace.  Among the hazards encountered are dampness, direct sunlight, dust, pollen pesticides, insecticides, insect stings, noxious odors, fumes or chemicals and smoke.  Hazardous areas routinely encountered include open ditches, heavy machinery, construction materials, excessive noise, and vehicle traffic.

| Reviewed By: | Brandon Seitz<br>Community Development Director | Date: | 10/2/2023 |
| --- | --- | --- | --- |
| Approved By: | David Stockdale<br>City Manager | Date: | 4/5/2022 |
| Last Updated By: | Jonathan Egan<br>HR Analyst | Date/Time: | 10/2/2023 |

X _____

David Stockdale
City Manager