



City of Umatilla

Job Title:	Building Official	Job Category:	Non-Union; Exempt
Department/Group:	Community Development	Pay Grade:	K Resolution 27-2022
Location:	City Hall	Reports to:	Community Development Director
HR Contact:	Jonathan Egan	Position Type:	Full Time
Supervision:	Received: Works under the general supervision of Community Development Director. Exercised: Provides supervision to Building Division staff.		
Minimum Qualifications:			
<ul style="list-style-type: none"> • Two (2) years post-secondary college in pre-engineering, construction technology, or related field or, • Two (2) years of lead or supervisory experience in building and related inspections, plan review and code enforcement. • Two (2) years experience as a City Building Official. • Two (2) years experience in the application and interpretation of City, State, Federal laws, rules and regulations. • One (1) year experience in management and administration at a department level. • Valid driver's license. • Certification as an Oregon Inspectors and Building Official Certification issued by the State of Oregon (or ability to obtain) with any of the following certification preferred: <ul style="list-style-type: none"> ○ 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 Community Development Director, the Building Official 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. The Building Official will also oversee and direct staff within the Building Division.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Building Official provides overall management and administration for ensuring compliance with the City's building codes and State adopted building codes, as applicable. The Building Official is responsible for 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. The Building Official also supervises Building Division staff to ensure accuracy and consistency of building processes, transactions, and reporting or record keeping.

Plans day-to-day and project assignments, attends meetings, and assigns workloads and priorities of subordinate staff.

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.
- Select, train and evaluate staff; plan, assign, coordinate, review and supervise the work of assigned staff.
- 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. Also, extensive use of GIS software and mapping.

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. Job requirements may include, but are not limited to the following.

Frequent: Sitting, and lifting/carrying/pushing/pulling up to 20 pounds

Occasional: Standing, walking, bending, twisting, crouching, and climbing stairs

Rare: Driving, lifting/carrying/pushing/pulling between 21 and 75 pounds, kneeling, crawling, reaching forward, reaching above shoulder, use of arms, wrists, and hand, squeezing, and working in tight or small areas.

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, Community Develop Director	Date:	8/8/22
Approved By:	David Stockdale, City Manager	Date:	8/8/22
Last Updated By:	Jonathan Egan, HR Analyst	Date/Time:	8/8/22



David Stockdale
City Manager