



CITY OF GRANTS PASS, OREGON CLASS SPECIFICATION

BUILDING INSPECTOR/ PLANS EXAMINER

FLSA Status : Non-Exempt
Bargaining Unit : GPEA
Salary Grade : G52

CLASS SUMMARY:

The Building Inspector/Plans Examiner is a Code Compliance Stand Alone class. Incumbents are responsible for performance of residential and commercial plans examination work and/or building inspection work in one or more areas of applicable building codes including residential, commercial and fire/life safety.

Based upon assignment to plan checking, responsibilities may include plan review, identification of revisions, and explanation of codes to the general public, architects, designers, engineers, and contractors. Upon assignment to building inspection, incumbents may inspect, approve or reject commercial, multi-family and single-family residential construction and improvements based on compliance with plans, standards, specifications, codes and regulations, permits, and any special requirements. Incumbents may recommend issuance of stop-work orders, correction notices or approvals as appropriate; respond to inquiries and provide information to other City departments, contractors, developers, property owners, and the general public. Duties may include development and maintenance of appropriate reports, logs, and records, and review of residential construction drawings and blueprints to determine conformance with codes, necessary corrections, and applicable permit fees.

Independent work, complexity of assignments, and scope of review increases with knowledge and experience. At advanced levels, incumbents may perform the full scope of plan examination and building inspection, or specialize in the most complex plan review or inspection work.

CORE COMPETENCIES:

- ***Integrity/Accountability:*** Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.
- ***Vision:*** Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.
- ***Leadership/United:*** Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Reviews plans for building code compliance and/or performs commercial, residential and mechanical, plumbing and electrical inspections to ensure compliance with applicable codes, regulations, plans, standards, specifications, permits or other requirements.
 - Provides customer service which may include responses to telephone or in-person and/or electronic mail or written questions regarding building plans and codes, and explanations of plan and/or inspection deficiencies.
 - Performs duties associated with field inspections, code research, distribution of plans and inspections and/or other elements of the plans and inspections review process.
 - Operates a motor vehicle safely and legally.
 - Performs other duties of a similar nature or level.
-

Training and Experience (positions in this class require):

A High School Diploma or GED and two years of construction supervision experience or completion of a two year State approved training program are required; based upon assignment, technical training in construction supervision may be required or preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):

- Oregon Driver's License – Class C
 - Based upon assignment, one or more of the following Certificates may be required at appointment or within six months of appointment:
 - International Code Council Plans Examiner
 - International Code Council Fire Plan Examiner
 - ICC Residential Building Inspector
 - ICC Residential Mechanical Inspector
 - Oregon Inspector
 - Oregon Commercial Building Inspector
 - Oregon Commercial Mechanical Inspector
 - Oregon Electrical Inspector
 - Oregon Plumbing Inspector
-

Knowledge (positions in this class require):

Knowledge of:

- Construction principles and practices;
 - Building codes;
 - Structural and mechanical design;
 - Applicable City policies and ordinances; and,
 - Applicable Federal, State, and local laws, rules and regulations.
-

Skills (positions in this class require):

Skill in:

- Use of automated and other tools applicable to building inspection and plans examining;
 - Building design and construction;
 - Records development and maintenance;
 - Using a computer and related software applications;
 - Communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
-

Physical Requirements:

Positions in this class typically require: grasping, fingering, feeling, talking, hearing, seeing, repetitive motions, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, and lifting.

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently or frequently, and/or a negligible amount of force constantly to move objects. Light Work may involve the use of arm and/or leg controls requiring exertion of forces greater than that for Sedentary Work.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises, disruptive people, threatening environment, and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work overtime and perform standby duties.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:

Adopted by Council July 2, 2008, Resolution No. 5379
Updated June 27, 2016; June 22, 2018, June 24, 2020