

CITY OF CENTRAL POINT
BUILDING DEPARTMENT

CLASSIFICATION: BUILDING OFFICIAL

POSITION TITLE: BUILDING OFFICIAL

GENERAL STATEMENT OF DUTIES: Plans, organizes, staffs, directs and coordinates the operations and activities of the Building Division by administration of State Building Codes and pertinent City Ordinances. Performs other related duties. This is a highly responsible administrative position involving a comprehensive program of Building Administration.

SUPERVISION RECEIVED: Works under the direction of the City Administrator who participates in the establishment of major objectives and evaluates results obtained. Independence of action is stressed.

SUPERVISION EXERCISED: Makes recommendations in the hiring, firing, promotion and demotion of departmental personnel. Exercises direct supervision over immediate subordinate positions which includes the assignment of work and review of performance.

TYPICAL EXAMPLES OF WORK: An employee in this class may perform any or all duties listed. These examples do not, however, include all duties which the employee may be expected to perform within this class.

1. Checks building plans and specifications for compliance with existing building codes as adopted by the City, including those legal restrictions related to the property zone, location, height, and allowable areas and appropriate type of construction in relation to contemplated use.
2. Develops departmental operations; directly or indirectly through subordinates; provides for the execution of all departmental rules, regulations, policies, training and procedures. Evaluates the work performance and assignments of departmental personnel.
3. Responds to inquiries regarding building inspection policies in person, on the phone, and through written correspondence with builders, architects, engineers, property owners, developers, and the general public.
4. Prepares and drafts reports for Planning Commission and City Council relating to proposed Building projects.
5. Communicates staff findings and recommendations to City Planning Commission and City Council in public meetings.
6. Meets with neighborhood groups and professional and civic organizations to communicate City Building Inspection programs and policies.
7. Maintains communications with City Public Works Department relating to installation of sewer laterals, sidewalks, driveway approaches and public right-of-way.
8. Maintains communications with City Planning Department relating to Zoning Ordinances.

9. Prepares the annual division budget for submission to the City Administrator; is responsible for establishing and maintaining accurate financial records, documentation materials, inventory and personnel records for the Department.
10. Performs field investigations and building code inspections.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT KNOWLEDGE, SKILL AND ABILITY

Thorough knowledge of modern construction methods, principals, practices and procedures. Thorough knowledge of State Building Codes, related State Statutes and City Ordinances. Thorough knowledge of the records and reports required in Building Department administration. Thorough knowledge of principles of supervision, organization and operation of a modern building department.

Ability to analyze the effectiveness of the division and to correlate its development with changing conditions in the City. Ability to plan, assign, supervise and review the work of others. Ability to communicate effectively both orally and in writing. Ability to work effectively with other agencies, departments, officials, employees, contractors and the general public.

EXPERIENCE AND TRAINING

Minimum seven years experience in building codes enforcement. Five years of supervisory/management experience. Any satisfactory equivalent combination of education, experience and training which insures the ability to perform the work may substitute for the above.

NECESSARY SPECIAL QUALIFICATIONS

Possession of the following State Certifications is a requirement for this position: Certified Building Official, Structural Inspector, Plans Examiner, Mechanical Inspector; One and Two Family Dwellings; Plans Examiner, Structural Inspector and Mechanical Inspector. Manufactured Dwellings Inspector and Parks and Camps Inspector. Possession of, or the ability to obtain, a valid Oregon driver's license.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to sit, communicate, reach, and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 15 pounds and infrequently weighing up to 50 pounds. Character and flow of work involve normal mental and visual attention. Manual dexterity and coordination are required more than 50% of the work period with occasional periods of 100% of the work day while operating equipment such as a motor vehicle, computer keyboard, calculator, and standard office equipment, and performing building inspection activities.

WORKING CONDITIONS: Usual office working conditions. The noise level of the work environment is typical of most office environments. Field work involved occurs in outdoor environments with exposure to all weather conditions.