

Position: Building Inspector Trainee	AFSCME - Union
Department/Site: Building Department	FLSA: Non-exempt
Evaluated by: Building Official	Salary Grade: 33

### **Summary**

Performs inspectional work in conjunction with certified staff while securing and maintaining compliance with construction, plumbing, heating and related controlling ordinances and codes.

### **Distinguishing Career Features**

The Building Inspector Trainee is part of a tiered career path encompassing building safety inspection. The Building Inspector Trainee position is required to obtain certifications from the State of Oregon as an Oregon Inspector Certification as well as a Residential Structural, Mechanical, Plumbing and Electrical inspector and Residential Plan Examination within one-year of appointment.

### **Essential Duties and Responsibilities**

- Performs routine residential inspections, and assists with multi-family and commercial buildings and structures with certified staff members.
- Assists with inspections of residential sites and buildings prior to remodeling to determine validity of permit application and compliance with zoning restrictions. Requires corrections to be made when deficiencies are discovered.
- Attend schedule training as approved by the Building Official towards the goal of meeting the minimum qualifications required for the position of Building Inspector Trainee.
- Investigates and resolves complaints involving improper workmanship, safety problems, or nuisances related to construction projects. Refers difficult and extraordinary situations to higher authority as necessary.
- Examines plans, drawings, and specifications for proposed construction projects within the scope of expertise required of this position, usually structural, mechanical and life safety aspects. Works with certified staff to resolve difficulties or violations of codes.
- Assists in the issuance of permits, providing information requested by contractors, maintaining supporting office records, and issues notices of code violations.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires working knowledge of the Oregon Residential Specialty Code. Requires basic knowledge of the practices and materials used in building construction and/or heating and ventilating systems, including structural steel, reinforced concrete, structural masonry and pre-stressed concrete. Requires knowledge of and skill at using a computer and common office productivity software to access and store information. Requires sufficient math skill to read and record distances and load bearing calculations.

- **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to learn and apply federal, state, and City regulations, codes, laws and ordinances for structural, fire, and mechanical building safety. Requires the ability to observe and document code compliance. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

- **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a moderately active nature. Requires cardiovascular fitness to walk 400 yards over varying terrain. Requires sufficient ambulatory ability to move about to office and outdoor field locations and to bend, stoop, reach, and climb. Requires auditory ability to carry on ordinary and telephonic conversation. Requires near and far visual acuity to read detailed maps, drawings, other printed material, and computer screens, observe moving objects, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to observe construction and perform counter work.

- **Education and Experience**

Considerable knowledge of building construction materials and methods; considerable knowledge of the standard procedures and techniques, materials and costs of the building trades; ability to detect structural flaws and to appraise the quality of construction and physical depreciation; ability to read and interpret blueprints and specifications and compare them with construction in progress; ability to maintain cooperative relations with plumbers, contractors and the general public.

Experience as a journeyman carpenter, or plumber, including some experience in the general construction field; graduation from a senior high school or trade school or equivalent, preferable supplemented by college level training in the appropriate occupational field; or any equivalent combination of experience and training.

- **Licenses and Certificates**

Requires a valid driver's license.

- **Working Conditions**

Work is performed indoors and outdoors where some safety considerations exist from moving equipment and unstable surfaces.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*