



CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION
BUILDING OFFICIAL

FLSA Status: Exempt
Bargaining Unit: Non-Bargaining
Salary Grade: UD3

CLASS SUMMARY:

The Building Official is a Professional Technical Stand Alone class. Incumbents are responsible for overseeing and managing the enforcement of municipal and state codes related to building, zoning, landscape, signs, and property maintenance. Activities are conducted through plan review, site inspection and investigation, violation identification, and issuance of warnings, notices, and citations to ensure compliance. Incumbents work with citizens, property owners, and business owners, engineers, design professionals, and construction contractors. Duties include preparing and implementing the annual operating budget and assisting the City Attorney's office in the preparation of cases and testifying in court as required.

Responsibilities include the full range of supervisory duties including directing work, training and coaching, discipline, and evaluating performance.

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

- Issues operational direction for the Building Division including the analysis and interpretation of codes and laws related to building, reviews building plans and writes reports and corrections, and inspects complex building sites for compliance.
- Supervises staff as assigned, including coordinating and directing work flow, making work assignments, providing training, making disciplinary and hiring recommendations, and conducting performance evaluations.
- Responds to customer service inquiries and requests and coordinates issue resolution among staff and various customer groups including architects, engineers, builders, building owners, etc.
- Prepares annual division operating budget, monitors expenditures and participates in senior staff leadership administrative and other standing and ad hoc meetings.
- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):

An Associate's Degree in a directly related field and eight years of construction and code enforcement related experience including two years of supervisory experience are required; 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
- ICC Commercial Inspector Certificate
- ICC Plans Examiner Certificate

Employees of the City of Grants Pass uphold the values of Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.

- ICC Mechanical Inspector Certificate
- ICC Residential Inspector Certificate
- ICC Legal and Management Certificate
- ICC Building Official Certificate
- Oregon Inspector Certificate

Knowledge (positions in this class require):

Knowledge of:

- Public administration principles and practices;
- Technical and engineering principles and practices;
- City Development Code;
- City organization and management;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):

Skill in:

- Research and analysis related to City Code;
- Application of technical and engineering concepts to building issues;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Maintaining confidentiality;
- Using a computer and related software applications;
- Appropriate and effective independent decision making;
- Communication, 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, reaching, standing, walking, pushing, pulling, and lifting.

Light Work: Exerting up to 20 pounds of force occasionally and/or a 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 mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, chemicals, extreme temperatures, work space restrictions, inadequate lighting, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

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

Revised September 26, 2016