**STATE OF OREGON**

**DEPARTMENT OF ADMINISTRATIVE SERVICES**

**Position Description**

This Position is:
- [ ] Mgmt Service-Supervisory
- [ ] Mgmt Service-Managerial
- [ ] Mgmt Service-Confidential
- [X] Classified
- [ ] Unclassified
- [ ] Executive Service

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### SECTION 1. POSITION INFORMATION

| a. Class Title: Structural/Mechanical Inspector | b. Class No.: AT C5345 |
| c. Effective Date: June 1, 2018 | d. Position No.: 0004.109 |
| e. Working Title: Building Inspector | |
| f. Work Unit: Statewide Services Section | |
| g. Agency No.: 44000 | h. Agency Name: DCBS |
| i. Employee Name: VACANT | |
| j. Work Location (City-County): Salem - Polk | |
| k. Position: [X] Permanent | [ ] Seasonal | [ ] Limited Duration | [ ] Academic Year |
|  | [X] Full Time | [ ] Part Time | [ ] Intermittent | [ ] Job Share |
| l. FLSA: [X] Exempt | If Exempt: [ ] Exec | m. Eligible for Overtime: [X] Yes | [ ] No |
|  | [X] Non-Exempt | [ ] Prof |  | [ ] Admin |

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### SECTION 2. PROGRAM/POSITION INFORMATION

a. Describe the program in which this job exists. Include program purpose, who’s affected, size, and scope. Include relationship to agency mission.

The Department of Consumer and Business Services (DCBS) is Oregon’s largest business regulatory and consumer protection agency. The department administers state laws and rules to protect consumers and workers in the areas of workers’ compensation, occupational safety and health, financial services, insurance and building codes.

DCBS consists of the Workers’ Compensation Division; Oregon Occupational Safety and Health Division; Division of Finance and Corporate Securities; Insurance Division; Building Codes Division; Senior Health Insurance Benefits Assistance; Small Business Ombudsman; and Injured Workers Ombudsman. The department provides shared services to all divisions through the Director’s Office, Fiscal and Business Services, Information Management Division, and Employee Services. The department also includes the Workers’ Compensation Board. DCBS employs 965 positions and has a biennial budget of approximately $462.8 million.

The Building Codes Division is responsible for adoption and enforcement of statewide building codes. Codes relate to the construction, reconstruction, alteration, and repair of buildings, other structures and the installation of systems including, but not limited to mechanical, plumbing, and electrical equipment and devices. The division is responsible for examining, certifying, registering, and licensing individuals in 11 professions and issuing operating permits for three industries. The division works with, provides staff support to, and receives advice and counsel from seven boards: Electrical and Elevator Board, Plumbing Board, Board of Boiler Rules, Building Codes Structures Board, Residential and Manufactured Structures Board, Mechanical Board, and Construction Industry Energy Board. In addition to its Salem headquarters, the division maintains two full-service field offices in the state.

The division has a biennial budget of $37+ million and 135 positions. The majority of its budget is derived from fees charged for division activities such as permits, certifications, licenses, and code enforcement for which the division bills and receives payment.
The Statewide Services Section is responsible for performing inspections and reviewing plans for the state's jurisdictions in the electrical, plumbing, structural/mechanical, and manufactured dwelling set up fields as well as all inspections and plan reviews in the elevator, boiler, recreational vehicle, and manufactured housing areas of the construction industry. The section also oversees the operations portion of the manufactured housing ownership document program and the Licensing section. In addition, the section oversees inspectors who are working out of their homes.

b. Describe the purpose of this position, and how it functions within this program, by completing this statement:

The purpose of this job/position is to . . .

The Building Inspector inspects buildings, other structures and the installation of systems including, but not limited to mechanical, plumbing, and electrical equipment and devices for compliance with safety standards; investigates safety issues, enforces regulations, stops operations of unsafe installations and components, and provides technical information to industry.

### SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ongoing</strong></td>
<td></td>
<td>Performs duties of the position in a manner which promotes customer service, including treating people with courtesy and respect; follows through on promises/commitments; demonstrates promptness, flexibility and cooperative efforts in problem solving; and explains procedures/technical requirements in a tactful, clear and concise way. The incumbent will also demonstrate effective team participation by showing a willingness to assist and support others; developing a good working relationship with division/department employees; active participation in accomplishing group projects; accepting constructive criticism and suggestions and makes an effort to improve performance; contributes to a positive and productive work atmosphere; promotes diversity in the work force and the performance of duties; and actively participates in a constructive manner to identify and resolve problems.</td>
</tr>
<tr>
<td>Regular and consistent attendance is essential to meet the demands of this job and provide necessary services.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintains confidentiality due to nature of work being performed.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>65%</strong></td>
<td>Building Inspector</td>
<td>Inspects in a safe manner structures and building systems, equipment and devices for compliance with approved plans as well as applicable codes, laws, rules, and regulations during construction or installation as well as on a periodic basis as required by law. Analyzes blueprints, architectural drawings and designs for compliance with applicable regulations. Re-inspects structures, building systems, equipment, devices and installations after corrections have been made. Documents inspections on daily activity logs. Consults with division code experts for interpretation and application of code to unusual situations or for higher level judgment in unusual circumstances. Travels out of state and travels in-state to assigned manufacturing plants and/or locations to verify that construction activity is properly authorized and in compliance with applicable laws, rules, codes, and regulations, and that trade persons are properly licensed. Notifies the manufacturer, building owner and the public about minor or non-life threatening violations by posting the appropriate notification to specify the violation which needs correction; communicates major or life threatening violations by issuing a stop work order. Surveys assigned areas to verify that construction activity is performed according to appropriate licensing standards.</td>
</tr>
<tr>
<td><strong>15%</strong></td>
<td>Analyzes information from inspections and compares with applicable codes, laws, rules, and regulations to determine if all safety and code requirements have been met. Communicates findings to contractors, building owners, property managers, manufacturers, installers, journeymen, trades persons, government personnel the findings of the inspection by completing and signing inspection reports. Writes inspection compliance reports. Appears as court witness when necessary. Consults with lead worker and manager as appropriate for guidance on unusual situations for circumstances requiring higher level judgment.</td>
<td></td>
</tr>
</tbody>
</table>
05% Investigates violations, injurious accidents, and complaints reported by industry people or the public to determine whether regulations and statutes have been violated; accumulates evidence pertaining to investigations.

05% Other duties as assigned including assisting staff with various projects/activities to meet the division's work demands.

10% Answers general inquiries from the public and contractors on the requirements of structures and devices, architectural designs, codes, laws, rules and regulations. Reviews and applies changes in laws and codes to inspections and investigations. May give technical training relating to codes, laws, rules and regulations related to structures and associated systems and devices to owners, operators and other industry representatives. Participates in conferences and training sessions.

100%

SECTION 4. WORKING CONDITIONS

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

Inspectors walk through, climb over, and crawl under structures and equipment while making inspections; involves occasional lifting and exertion for short periods; travel daily by motor vehicle and occasional commercial airline flights to inspection sites within assigned geographical areas; exposed to hazardous weather conditions and building construction job sites; encounters occasional situations with the industry involving frustration, antagonism, and anxiety. Must also travel outside geographic area to attend meetings and training workshops or provide inspection coverage as needed. Travel and geographical area assignments vary according to business needs and workloads.

a. Physical Activities

- Climbing (X)
- Kneeling (X)
- Reaching (X)
- Pushing (X)
- Fingering (X)
- Talking (X)
- Balancing (X)
- Touching (X)
- Standing (X)
- Pulling (X)
- Grasping (X)
- Hearing (X)
- Stooping (X)
- Crawling (X)
- Walking (X)
- Lifting (up to 75 lbs.) (X)
- Feeling (X)
- Repetitive Motions (X)

b. Physical Requirements

- Sedentary Work ( )
- Light Work ( )
- Medium Work (X)
- Heavy Work ( )
- Very Heavy Work ( )

c. Visual Activity Requirements

- Machine Operators (including inspection), Inspection, Close Assembly, Clerical, Administrative (X)
- Machine Operators (without inspection), Mechanics, Skilled Trades-People ( )
- Mobile Equipment Operators ( )
- Other / Driving (X)

SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

- **BCD Policies & Procedures Manual** [http://www.cbs.state.or.us/internal/bcd/navigate.html](http://www.cbs.state.or.us/internal/bcd/navigate.html)
- **BCD Administrative Rules** [http://www.cbs.state.or.us/internal/bcd/navigate.html](http://www.cbs.state.or.us/internal/bcd/navigate.html)
- **DCBS Policies & Procedures Manual** [http://www.cbs.state.or.us/internal](http://www.cbs.state.or.us/internal)
- **Oregon Revised Statutes** Oregon Statewide Building Code and adopted standards
Work is governed by rules pertaining to structures and their associated devices and systems.

b. How are these guidelines used to perform the job?

The inspector analyzes information obtained from inspections to ensure that all safety requirements have been met.

**SECTION 6. WORK CONTACTS**

With whom outside of co-workers in this work unit must this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
<th>How</th>
<th>Purpose</th>
<th>How Often?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owners, manufacturers, dealers, contractors, installers, journeymen, tradespersons, government personnel.</td>
<td>In person, by telephone, in writing. At construction site.</td>
<td>Inspections, enforcement, investigations, information, education</td>
<td>Daily</td>
</tr>
<tr>
<td>Division code experts</td>
<td>Telephone, in person.</td>
<td>Interpretations.</td>
<td>2-3 weekly</td>
</tr>
</tbody>
</table>

**SECTION 7. JOB-RELATED DECISION MAKING**

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Construction approval decisions made by inspectors directly impact the safety, health, and welfare of the public, and have financial impact on the owners, operators, contractors, and installers of structures and associated devices, systems and equipment.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of this position? (Principal Executive Manager) How? How often? Purpose of the review?

Inspector receives work assignments and general direction through periodic contact by telephone and in person with the supervisor. Work is reviewed by the lead-worker or supervisor by reading daily reports, compliance reports, reviewing permit and license activity, occasional observations, occasional communication with the industry being served, and by spot-checking inspections for accuracy. The Supervisor conducts a formal evaluation of the work at least annually through the performance appraisal process.

**SECTION 9. SUPERVISORY DUTIES**

TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? Through Subordinate Supervisors?

b. Which of the following supervisory/management activities does this job perform?

- [ ] Plans Work
- [ ] Responds to Grievances
- [ ] Hires/Fires (or Effectively Recommends)
- [ ] Approves Work
- [ ] Disciplines/Rewards
- [ ] Prepares and Signs Performance Appraisals

**SECTION 10. ADDITIONAL JOB-RELATED INFORMATION**

Any other comments that would add to an understanding of this position:

The individual shall have and maintain a valid operator’s license and maintain a satisfactory driving record.
SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Positions in this class are required to obtain and/or possess some of the following certification issued by the State of Oregon Building Codes Division or equivalent recognized by the State of Oregon, based on the specific duties assigned:

- Building Plans Examiner
- Commercial Building Inspector
- Residential Building Inspector
- Certificate of Competency
- Mechanical Inspector
- Plumbing Inspector
- Electrical Inspector

All positions in this class must maintain certification identified as being required for specific duties assigned.

This position is subject to a Criminal Background Check and a DMV Driving Record check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

SECTION 11. ORGANIZATIONAL CHART
Attach a current organizational chart. See instructions for detail to be included on the chart.

Employee Signature ____________________________ Date ___________ Supervisor Signature ____________________________ Date ___________

Appointing Authority Signature ____________________________ Date ___________