STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
11/16/26

This position is:
☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

Agency: Department of Consumer & Business Services

Facility: Salem | DCBS | Edgewater St

☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title:	Structural/Mechanical Inspector Multi-Discipline	**b.** Classification No:	C5382
c. Working Title:	Structural/Mechanical Inspector Multi-Discipline	**d.** PPDB No/WD ID:	PPDB: 0004.577 WD 000000011265
e. Section Title:	Statewide Operations, Field Services Section	**f.** Agency No:	44000
g. Employee Name:	Vacant	**h.** Budget Auth No:	510140
i. Supervisor Name:	Blaine Curry	**j.** Repr. Code:	AT
k. Work Location (City – County):	Salem – Polk		

l. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share

m. FLSA: ☐ Exempt ☒ Non-Exempt
If Exempt: ☐ Executive/Supervisory ☐ Administrative ☐ Professional ☐ Computer
n. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM AND POSITION INFORMATION

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

The DCBS mission statement: “To protect and serve Oregon’s consumers and workers while supporting a positive business climate in the state.”

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 Financial Regulation; Building Codes Division; Small Business Ombudsman; and Ombudsman for Oregon Workers. The department provides shared services to all divisions through the Director's Office and Central Services Division. The department also provides shared services to the Workers'

Compensation Board. DCBS employs 1002 employees and has a biennial operating budget of approximately $835 million.

The Building Codes Division (BCD) is responsible for adoption and enforcement of statewide building codes. Codes relate to the construction, reconstruction, alteration, and repair of buildings and other structures and the installation of mechanical, plumbing, and electrical devices and equipment. 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.

The division has a biennial budget of approximately $56.6 million and a staff of 138 employees (2025-27 Legislatively Adopted Budget). 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 Operations, Field Services Section** is responsible for performing permitting, plan review and inspection services for the state's jurisdictions in the electrical, plumbing, structural and mechanical programs. It also provides plan review and inspections for the pre-fabricated structures program and manufactured home construction within manufactured home plans. The section includes operations through the Salem office as well as a field office in Pendleton. This section also provides permitting, plan review and inspection services for various individual projects throughout the state where the state has been chosen as the service provider, and provides service support to local jurisdictions intermittently.

b. Describe the primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:

Enforce the Statewide Building Code and adopted specialty codes and standards through inspection of all types of buildings. Communicate code requirements to the public, contractors, and local officials. Investigate cases of non-compliance and report appropriately.

SECTION 3. DESCRIPTION OF DUTIES

List the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Ongoing	NC	E	• Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive feedback and suggestions, in an effort to strengthen work performance. Contribute to a positive, respectful and productive work atmosphere. • Foster and promote the importance and value of a diverse, discrimination and harassment free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity related efforts in order to diversify the workforce.

Note: *If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".*

			• Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. • Maintains confidentiality due to nature of work being performed.
90	NC	E	Performs structural and mechanical inspections on all types of buildings and structures during construction for compliance with applicable codes, laws, rules, and regulations. Performs structural, mechanical, plumbing and electrical inspections on residential buildings and related construction. Performs inspections in a safe manner. Re-inspects installations after corrections have been made. Ensures "reminder" letters are sent to customers informing them of re-inspection or final inspection requirements. Documents inspections on daily activity logs manually or via computer. Consults with agency code experts for interpretation and application of code to unusual situations or for higher level judgment in unusual circumstances. Travels to inspection sites assigned . Analyzes information obtained from inspections and compares with applicable codes, laws, rules, and regulations to determine if all safety and code requirements have been met. For inspections requiring paper forms, indicates code reference on Inspection Request and Report Form when corrections are required, and completes or checks all appropriate boxes on the form. Completes and signs forms for approved inspections, and provides a copy of the report to appropriate homeowners, contractors, installers, journeymen, tradespersons, and government personnel. Provides support staff with required copies of all inspection forms. For inspections requiring entering results via computer, includes the appropriate code references for items requiring corrections. Communicates violations by posting correction orders to specify the violation which needs correction. With management approval issues Stop Work Orders as necessary. Writes Preliminary Compliance Reports if unable to bring contractor or homeowner into compliance or work was performed by unlicensed people and submits to Field Services Manager. Appears as witness when necessary. Drives through assigned geographical area to verify that construction activity is properly authorized and tradespersons are properly licensed. Interprets code provisions for use in construction applications regulated by the appropriate specialty codes as applicable.
5	NC	E	Provides oral and written communication regarding electrical, plumbing, mechanical and structural inspections, plan reviews, and code Interpretations as assigned. Writes correction notices containing technical information in a friendly, easy to understand manner. Answers general inquiries from the public and contractors on the requirements of the applicable regulations. Reviews and applies changes in laws and codes to inspections and investigations. Participates in conferences and training sessions. Maintains work records, including daily activity records, monthly summaries, and case files.
5	NC	NE	Other duties as assigned including assisting staff with various projects/activities to meet the division’s work demands. Some travel may be necessary for all BCD positions given that the division operates multiple field offices and periodically must address workload issues.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position is eligible for remote work on a part-time basis once the incumbent has gained the proficiency to perform work independently. However -- regular, scheduled office hours are also required.

Drives through assigned geographical area to verify construction activity is properly authorized and tradespersons are properly licensed. 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 agency 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.

Walks through, climbs over, and crawls under structures; involves occasional lifting and exertion for short periods; may include long periods of walking or standing; involves exposure to various weather conditions with potentially hazardous job sites; encounters situations involving antagonism, anxiety, frustration and deadlines; and travels daily by motor vehicle to make inspections within assigned geographic area in various weather conditions. 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
(x) Climbing ( ) Balancing (x) Stooping
(x) Kneeling ( ) Crouching (x) Crawling
(x) Reaching (x) Standing (x) Walking
(x) Pushing (x) Pulling (x) Lifting (10-25 lbs.)
( ) Fingering (x) Grasping ( ) Feeling
(x) Talking (x) Hearing ( ) Repetitive Motions

b. Physical Requirements
( ) Sedentary Work (x) Light Work ( ) Medium Work
( ) Heavy Work ( ) Very Heavy Work

c. Visual Activity Requirements
(x) Machine Operators (including inspection), Inspection, Close Assembly, Clerical, Administrative
( ) Machine Operators (without inspection), Mechanics, Skilled Trades-people
(x) Mobile Equipment Operators
(x) Other – Driving – Must have an acceptable driving record

SECTION 5. GUIDELINES

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

DCBS Policies & Procedures
BCD Policies & Procedures
Oregon Administrative Rules
Oregon Revised Statutes
Oregon Electrical Specialty Code
Oregon Residential Specialty Code
Oregon Plumbing Specialty Code
Oregon Structural Specialty Code
Oregon Mechanical Specialty Code
Oregon Manufactured Dwelling Standard

b. How are these guidelines used?

These documents are used to perform work assignments, interpret and apply codes, identify and verify violations of code, laws and rules, prepare case files including hearing documents and orders to assess penalties.

SECTION 6. WORK CONTACTS

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

Who Contacted	How	Purpose	How Often?
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*			
Public	Phone, in person, mail	Permit/inspection	Daily
Contractors	Phone, in person, mail	Permit/inspection	Daily
Local Officials	Phone, in person, mail	Permit/inspection	Daily

SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

Decisions are made regarding the interpretation and application of codes to various types of construction installation and/or equipment. Decisions are made regarding the best approach in a given situation to gain compliance with codes, laws, rules, standards and policies.

Performs construction inspections and determines if compliance issues exist. Failure to identify and correct could result in dangerous situations affecting public health and safety.

With management's approval may stop work on construction projects.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*				
Compliance and Regulatory Manager 2	0004.071	Meetings, project discussions, quarterly evaluation, occasional industry communications	As needed	Ensure completeness and accuracy

SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

a. How many employees are directly supervised by this position? _____
How many employees are supervised through a subordinate supervisor? _____

b. Which of the following activities does this position do?

- ☐ Plan work
- ☐ Assigns work
- ☐ Approves work
- ☐ Responds to grievances
- ☐ Disciplines and rewards
- ☐ Coordinates schedules
- ☐ Hires and discharges
- ☐ Recommends hiring
- ☐ Gives input for performance evaluations
- ☐ Prepares & signs performance evaluations

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

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

Oregon Inspector Certification (OIC)
Commercial Structural Inspector or A Level Structural Inspector Certification
Commercial Mechanical Inspector or A Level Mechanical Inspector Certification
Residential Electrical Inspector Certification
Residential Plumbing Inspector Certification
Residential Structural Inspector or One and Two Family Dwelling Structural Inspector Certification

Special Requirements:

Position is subject to a criminal background check.

The individual shall have and maintain a valid operator's license and maintain a satisfactory driving record.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the following:

Operating Area	Biennial Amount ($00000.00)	Fund Type

Note: *If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".*

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature	Date	Supervisor Signature	Date

Appointing Authority Signature	Date