STATEMENT OF DUTIES:

The Training and Outreach Section is responsible for working with industry and government to facilitate economic development efforts and helping local government to achieve statewide consistency in building construction. It is also responsible for working with local government and industry to develop and provide training to local government staff in order to become or maintain certifications. This program also works with local government to facilitate such...
initiatives as electronic permitting, training, dispute resolution, code forums and other efforts to promote regulatory streamlining and code consistency.

direct and oversee the work of professional, technical, and support staff related to participation in statewide economic development activities, consultation and dispute resolution services to local jurisdictions to promote statewide code consistency, and statewide streamlining programs. This position is also responsible for the development and operation of the division’s statewide training program for inspectors. This includes development and delivery of code change, skill enhancement, and other training required or offered by the division for building officials, inspectors, plan reviewers and other building department personnel. As one of seven managers reporting to the division administration, this position works as a member of the division’s executive team to promote the division’s strategic plan.

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>Ongoing:</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 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>15</td>
<td></td>
<td>As a member of the division’s executive management team, directs, manages, and coordinates division-wide management activities including implementation of policies, procedures, and priorities to carry out division objectives.</td>
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<tr>
<td>60</td>
<td></td>
<td>Directs the training and outreach activities of the Building Codes Division. Evaluates the quality and quantity of services within the program, determines and directs improvements as needed. Adjusts and redistributes program resources to match service demands or to meet changes in law, local participation, or division priorities and needs. Establishes reporting and/or monitoring of relationships and policies, procedures, priorities and administrative controls over the training and regional program. Directs the planning and implementation of division’s efforts to coordinate administration and enforcement of the statewide building code with local government. This includes directing communication and outreach of division initiatives and training aimed at promoting consistent administration and enforcement of state building code; directing division’s efforts to establish agreements for providing local assistance and regional building department service groups; directing division role in economic development projects with multi-jurisdictional or statewide significance and impact. In performing these duties the person identifies potential difficulties or roadblocks and develops means to lessen or avoid them; deploys division and jurisdiction resources to work on issues as they arise, coordinates activities with other program areas to ensure consistency with the outreach efforts and training objectives; contacts and solicits appropriate participants such as other state agencies, other public jurisdictions, special interest groups; seeks cooperation and input; represents the division in meetings with affected and interested groups (including economic development entities) concerning projects; facilitates consensus building and negotiates solutions; monitors project activities to ensure desired objectives are met; evaluates projects upon completion to determine success of team efforts and team effectiveness. Represents the Division at meetings dealing with significant policy and political issues, meetings to discuss legislation, and internal meetings to</td>
</tr>
</tbody>
</table>
discuss code changes and implementation statewide. Supervises section staff, including hiring, retention, and disciplinary actions.

**10**
Supervises professional and support staff; interviewing and selecting staff, evaluating performance, hearing and resolving conflicts and grievances, and determining and initiating disciplinary actions. Ensures excellent customer service and works collaboratively with other sections within the division and with stakeholders to carry out division objectives and ensure legal requirements for licensing and continuing education are met.

**10**
Resolves disputes and complaints from stakeholders, industry, local government and the public related to the training program, and when appropriate, local building department administration. Takes appropriate steps to ensure local programs administer statewide building code programs uniformly and consistent with state requirements.

**05**
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 special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

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</thead>
<tbody>
<tr>
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<td></td>
</tr>
<tr>
<td>a. Physical Activities</td>
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<td></td>
</tr>
</tbody>
</table>

- ( ) Climbing
- (X) Kneeling
- (X) Reaching
- (X) Pushing
- (X) Fingering
- (X) Talking
- ( ) Balancing
- ( ) Crouching
- ( ) Standing
- ( ) Pulling
- ( ) Grasping
- (X) Hearing
- ( ) Stooping
- ( ) Crawling
- (X) Walking
- ( ) Lifting
- ( ) Feeling
- (X) Repetitive Motions

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<tbody>
<tr>
<td>b. Physical Requirements</td>
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</tbody>
</table>

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

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<tbody>
<tr>
<td>c. Visual Activity Requirements</td>
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</tbody>
</table>

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

Position interacts with diverse interests including industry and trade associations, and local government associations. May require travel in varied weather conditions and some overnight stays. Open office environment. Must have an acceptable driving record. May be required to work an irregular schedule at times because of the training and outreach activities associated with the essential duties of this position. Serves as the Division's representative at industry meetings and conducts training activities which may require working on weekends and evenings with some frequency.

As one of six managers reporting to the Administrator and Deputy Administrator, the incumbent often testifies/speaks before government/civic entities. There is intense public interest in the division's operations and consistent interaction with constituent groups.

### 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.
Oregon Building Codes and international model codes on which they are based and related building standards.

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

Research, reference, and background for mediation between parties, problem-solving, and decision making at upper management level, as a basis for recommending revisions to statutes, rules and codes.

**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>Executive/Management staff</td>
<td>Phone/Person/Mail</td>
<td>Information/Problem Solving/Decision Making</td>
<td>Daily</td>
</tr>
<tr>
<td>Section/Division staff</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Local Officials</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Agencies (Federal/State)</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Community Organizations</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>Industry Representatives</td>
<td>&quot;</td>
<td>&quot;</td>
<td>&quot;</td>
</tr>
<tr>
<td>General Public</td>
<td>&quot;</td>
<td>&quot;</td>
<td>Weekly</td>
</tr>
<tr>
<td>Legislators</td>
<td>&quot;</td>
<td>&quot;</td>
<td>Monthly</td>
</tr>
<tr>
<td>Press</td>
<td>&quot;</td>
<td>Information</td>
<td>Monthly</td>
</tr>
</tbody>
</table>

The Training and Outreach Manager must maintain many varied relationships because of the wide-ranging nature of the construction industry and its trades people. Externally, the incumbent establishes and maintains productive and professional working relationships with a wide range of governmental and private entities and individuals. Some of these are as follows: BCD board members, the Governor and staff, legislators and their staffs, federal and other states' building code type agencies, a wide variety of local governing bodies, construction industry groups, business and civic groups, union representatives, and licensees/permittees/customers.

**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.

Manages the training and outreach section while representing the division on statewide issues. Makes decisions related to the type of trainings for inspectors that are available and how they are delivered. These types of decisions affect the availability of safe, accessible, energy-efficient buildings and affordable housing in the state, the ability of individuals and municipalities to administer the state building code, and the coordination and consistency of regulations among state agencies and local government through the content and availability of training to municipal employees. Makes policy decisions related to the outreach and training section, including methods of outreach and training, requirements for students attending classes and how trainings are tracked, etc.

**SECTION 8. REVIEW OF WORK**

Who reviews the work of this position? (List classification title and position number.) How? How often? Purpose of the review?
Division Administrator (PEM G, Position #4.700) and/or Deputy Administrator (PEM F, Position #4.650) review the work of this position. The work of this position is done independently and review occurs as needed, primarily as status reports on particular issues. The press also maintains a close eye on the division’s operations. Special interest groups monitor division activities.

SECTION 9. SUPERVISORY DUTIES  TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? Four (4)  Through Subordinate Supervisors? 0

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

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

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

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

The incumbent often testifies/speaks before government/civic entities. There is public interest in the division’s operations and consistent interaction with constituent groups.

The job is varied and complex with a wide range of functions. Division programs are much more complex than those of agencies of comparable size due to the seven specialty code programs, the certification and licensing of 11 professions or trades, and the administration of the building code by 132 local jurisdictions.

The incumbent’s task is complicated by the large number and variety of individuals involved in the construction industry, which has many different segments: professional trade associations, industry councils, Association of Oregon Counties, League of Oregon Cities, etc. The incumbent needs special management skills to regulate and serve these diverse entities.

Every local governing body has a vested interest in BCD’s performance in the administration of the uniform statewide building code, training programs and funds, and licensing of professionals. These situations require a high degree of political acumen on the part of the incumbent and are critical to the division’s ability to accomplish its mission and goals and carry out state law.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

Extensive knowledge, skills, and experience administering complex programs. Knowledge and skills in general management. Skills in supervision, public speaking, analyzing and writing general, statistical, and technical reports. Ability to apply theory and techniques to organizational settings. Ability to analyze laws and rules and apply them to situations. Knowledge of administrative and legislative processes. Experience working with a variety of stakeholders including local and state government officials.

This position is subject to a Criminal Background Check and a DMV Driving Record 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 in what area, how much (biennially) and type of funds:

Other funds - training, travel, services and supplies.

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 __________