



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
4/01/2026

Agency: Department of Consumer & Business Services

Facility: Tigard | DCBS |

[] New [x] Revised

This position is:

- [x] Classified
[] Unclassified
[] Executive Service
[] Mgmt. Svc – Supervisory
[] Mgmt. Svc – Managerial
[] Mgmt. Svc - Confidential

SECTION 1. POSITION INFORMATION

a. Classification Title: Boiler Inspector b. Classification No: C5353
c. Working Title: Boiler & Pressure Vessel Inspector d. PPDB No/WD ID: PPDB: 0004.779
WD000000027468
e. Section Title: Statewide Operations - Inspection Services f. Agency No: 44000
g. Employee Name: Vacant h. Budget Auth No:
i. Supervisor Name: Jeff Starkey j. Repr. Code: AT
k. Work Location (City – County): Home-based work area 11

I. Position: [x] Permanent [] Seasonal [] Limited Duration [] Academic Year
[x] Full-Time [] Part-Time [] Intermittent [] Job Share

m. FLSA: [] Exempt [x] Non-Exempt If Exempt: [] Executive/Supervisory [] Administrative
[] Professional [] Computer n. Eligible for Overtime: [x] 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 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 950 employees and has a biennial operating budget of approximately \$685 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 \$53.1 million and a staff of 133 employees (2023-25 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, Inspection Services Section is responsible for performing inspections and plan reviews in the elevator and boiler areas of the construction industry. The section also oversees the operations of the Manufactured Housing Ownership Document System (MHODS) program.

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:

The Boiler Inspector inspects boilers and pressure vessels and other types of strongly constructed closed vessels in the boiler industry for compliance with safety standards, investigates safety issues, enforces regulations, stops unsafe operations and unsafe installations, provides technical information.

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	<ul style="list-style-type: none"> • 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. • 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.
50	NC	E	Inspects, in a safe manner, construction and installation authorized by permits for compliance with applicable codes, laws, rules, and regulations pertaining to various types of steam boilers and shops including steam

			generators, water tube boilers, fire tube boilers, and low pressure steam boilers. Reviews construction calculations, allowable working pressures, tensile strengths, stress values, and corrosion allowances. Some employees in this class will inspect manufacturing shops, nuclear reactors and nuclear code shops. Inspects various types of unfired pressure vessels including air tanks, digesters, vulcanizers, heat exchangers, jacketed kettles, retorts, hot water tanks, hydro-pneumatic tanks, diffusers, refrigeration vessels, and hospital sterilizers which may contain pressurized air, oil and water, air and oil, steam, manufactured gas, or chemicals, and stores energy for power, processing or heating purposes. Communicates to the manufacturer and the public minor or non-life threatening violations by posting a yellow tag to specify the violation which needs correction. Communicates major or life threatening violations by issuing a stop work order, or Boiler and Pressure Vessel Shut Down Notice. Surveys assigned geographical area to verify that construction activity and trades persons are properly licensed. Travel to inspection sites.
15	NC	E	Documents inspections on inspector reports and daily activity logs. Consults with Chief Boiler Inspector for interpretation and application of code to unusual situations or for higher level judgment in unusual circumstances.
15	NC	E	Reviews boiler and pressure vessel plans, shop drawings, and other pertinent data for proposed boiler and pressure vessel installations or alterations. Re-inspects installations after corrections have been made. Analyzes information obtained from inspections and compares with applicable codes, laws, rules and regulations to ensure that all safety requirements have been met. Provides signed inspection report indicating completion to contractors, manufacturers, installers, journeymen, trades persons, and government personnel. Writes inspection compliance reports. Appears as court witness when necessary.
5	NC	E	Investigates violations, injurious accidents, explosions, and complaints reported by industry people or the public, to determine whether regulations and statutes have been violated; accumulates evidence pertaining to investigations.
10	NC	E	Answers general inquiries from the public and contractors on the requirements of the boiler safety codes, laws rules, and regulations. Reviews and applies changes in laws and codes to inspections and investigations. May give technical training relevant to boiler and pressure vessel codes, laws, rules, and regulations to inspectors, contractors, and manufacturers. Participates in conferences and training sessions.
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.

Home-based

This position is eligible for remote working full-time, once the incumbent has gained the proficiency to perform work independently. The incumbent may be asked to work from the office on an as-needed basis.

Work area 11 generally identified as Eastern Multnomah and Northern Clackamas, Hood River, Wasco, Sherman, Gilliam counties; specifically identified by zip codes.

Inspectors climb, stoop and crawl in boiler shops and inside some boilers while making inspections; travel daily by motor vehicle 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.

a. Physical Activities

- Climbing Balancing Stooping
- Kneeling Crouching Crawling
- Reaching Standing Walking
- Pushing Pulling Lifting (10-25 lbs.)
- Fingering Grasping Feeling
- Talking Hearing Repetitive Motions

b. Physical Requirements

- Sedentary Work Light Work Medium Work
- Heavy Work Very Heavy Work

c. Visual Activity Requirements

- Machine Operators (including inspection), Inspection, Close Assembly, Clerical, Administrative
- Machine Operators (without inspection), Mechanics, Skilled Trades-people
- Mobile Equipment Operators
- 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.

Work performed by this inspector is governed by the state laws, statutes, and rules, the American Society of Mechanical Engineers Codes, ANSI Code, and the National Board of Boiler and Pressure Vessel Code.

b. How are these guidelines used?

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 the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Owners, operators, manufacturers, installers, tradespersons, government personnel	In person, telephone, in writing	Inspections, compliance investigations, information	Daily

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

Division code experts	In person	Code interpretation	Daily
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SECTION 7. POSITION RELATED DECISION MAKING

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

Boiler safety approval decisions made by employees in this class directly impact the safety, health, and welfare of the public, and have financial impact on the owners, operators, contractors, manufacturers and installers of boilers and pressure vessels.

SECTION 8. REVIEW OF WORK

Who reviews the work of the position?

Classification Title	Position Number	How	How Often	Purpose of Review
Compliance and Regulatory Manager 2	0004.071	Compliance reports, permit and license activity, observation and occasional industry communication	Annually and spot checks	Performance appraisal
Compliance and Regulatory Manager 1	0004.053	Compliance reports, permit and license activity, observation and occasional industry communication	Annually and spot checks	Performance appraisal

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

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?
- | | |
|--|---|
| <input type="checkbox"/> Plan work | <input type="checkbox"/> Coordinates schedules |
| <input type="checkbox"/> Assigns work | <input type="checkbox"/> Hires and discharges |
| <input type="checkbox"/> Approves work | <input type="checkbox"/> Recommends hiring |
| <input type="checkbox"/> Responds to grievances | <input type="checkbox"/> Gives input for performance evaluations |
| <input type="checkbox"/> Disciplines and rewards | <input type="checkbox"/> 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:

- Possession of a National Board In-service Commission from the National Board of Boiler and Pressure Vessel Inspectors;
- Or
- The applicant qualifies to have their National Board In-service Commission reinstated and is successful in reinstating their commission within six (6) months of their hire date;
- Or
- Ability to obtain a National Board In-service Commission and is successful in obtaining it within six (6) months of hire date.

NOTE: As a condition of continued employment, state inspectors are required to maintain active In-service Commissions by satisfying the annual continuing education requirements of NBBI as listed in the current publication of RCI-1, Rules for Commissioned Inspectors.

NOTE: Successful candidate must pass the Boiler Inspector Competency Exam within 90 days of hire.

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

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		