



## City of Lake Oswego, Oregon

### Job Description

#### **BUILDING OFFICIAL**

**FLSA Status: Exempt**

**Union Representation: Non-represented**

**Salary Grade: 585**

**Job Code: 2043**

#### **Class Summary**

Directs development of plans and programs for, and coordinates customer service delivery of, building and related development permits, including technical and procedural information, business licenses, cashiering services, and activity reports. Administers and enforces State building codes (structural, mechanical, electrical, and plumbing) within the City of Lake Oswego, and acts as technical expert. Formulates and supervises work activities of the Building Division staff and coordinates with other departments for the administration of local codes and ordinances. This position may have a working title of Building Official.

#### **Essential Duties and Responsibilities**

*The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:*

1. Serves as building codes technical expert to developers, contractors, in-house staff, and general public. Responds to questions. Proactively advises customers, when possible, to alert them to technical issues/problems.
2. Plans and assigns daily plan review, inspection, and enforcement activities to staff. Performs full scope of supervisory responsibilities for staff, including selection, training, evaluation, and corrective action.
3. Investigates inquiries and complaints concerning plan review and inspection activities; initiates corrective or enforcement action when necessary.
4. Develops and implements new procedures to respond to changing conditions and/or to increase efficiency. Drafts and maintains customer services procedures manual; trains staff in procedures and policies; trains other City personnel as requested.
5. Prepares and administers annual division budget and work program.
6. Coordinates processing of permit applications; oversees issuance of various permits and certificates after application requirements have been fulfilled and rules/regulations complied with.
7. Assists in the development and maintenance of performance measures and customer information and services, including maps and handouts, and permit tracking programs, utilizing customer feedback.
8. Acts as liaison between the State of Oregon Building Codes Agency and City of Lake Oswego
9. Maintains relationships with other Building Officials in the Tri-County region and the state.

10. Attends regional, state, and national code conferences and meetings.
11. Performs other duties of a similar nature or level.

## **Minimum Qualifications**

### **Knowledge of:**

- Management theories and principles.
- Budgeting theories and principles.
- Local, state and federal ordinances, codes, laws and regulations.
- Personal computers and related software applications.

### **Skills and Abilities to:**

- Apply management theories and practices.
- Record and tracking revenues and expenditures.
- Resolve conflicts.
- Promote positive public relations.
- 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.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

### **Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a Bachelor's degree in Planning, Architecture, Engineering, Public Administration, or related field, and four years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

### **Licensing and Other Requirements:**

Positions in this classification require the ability to possess and maintain a valid driver's license and ability to meet the City's driving standards.

Must possess an Oregon Inspectors and Building Official Certification issued by the State of Oregon and be certified by either the State of Oregon or the International Code council in the following disciplines:

- Building Plans Examiner (Oregon A-Level Plans Examiner)
- Commercial Building Inspector (Oregon A-Level Structural Inspector)
- Commercial Mechanical Inspector (Oregon A-Level Mechanical Inspector)
- Fire Plans Examiner (Oregon Fire & Life Safety Plans Examiner)
- Residential Building Inspector (Oregon 1 & 2 Family Dwelling Inspector & 1 & 2 Family Dwelling Plans Examiner)
- Residential Mechanical Inspector (Oregon 1 & 2 Family Dwelling Mechanical Inspector)  
\* Certifications in parenthesis are issued by the State of Oregon, those certifications not in parenthesis are issued by the International Code council.

## **Physical and Mental Demands**

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

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**Department Director**

**Date**

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**Human Resources Director**

**Date**

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**Employee**

**Date**

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*