



City of Lake Oswego, Oregon

Job Description

INSPECTOR I

FLSA Status: Non-exempt
Union Representation: LOMEA

Salary Grade: 158
Job Code: 2035

Class Summary

Under the general supervision of Building Official / Permit Center Manager positions in this classification perform moderately complex paraprofessional duties in coordinating the building permit review process; provides technical information and assistance to developers, contractors, homeowners, and members of the general public; conducts CABO 1 & 2 Family-level plans review or inspections for residential properties. This position is the first level in a class series. It requires independent judgment in the application of residential building codes and regulations. This position may have a working title of Permit Specialist.

Distinguishing Characteristics

This is entry-level work in the classification series. As familiarity with the nature of work increases, the breadth of assignments will generally expand and position will perform duties with greater degree of independence and discretion for making judgments within prescribed procedures and accepted practices. Work is subject to periodic checks and review by the Building Official / Permit Center Manager Official. Employees in this position may receive work procedure instructions or problem solving assistance from an inspector in a higher classification.

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. Interprets basic building construction plans and techniques and the basic building codes and ordinances enforced by the City; works with developers, contractors, homeowners and the general public in providing information relating to development process and residential construction.
2. Takes in permit applications, conducts technical reviews for residential projects, assesses appropriate fees and issues building permits for a variety of construction and utility projects. Maintains and updates building permit computer files and hard copy files.
3. Provides information to the public regarding City's building permit process, monitors information requests and makes recommendations to Building Official / Permit Center Manager for written information brochures.

4. Collects fees and provides cashiering function for wide variety of City transactions, including building permits, land use applications, records research and map and document sales. May perform daily cash register reconciliation and deposit.
5. Performs other duties of a similar nature or level.

Minimum Qualifications

Knowledge of:

- Basic knowledge and understanding of City ordinances.
- Basic knowledge and understanding of local zoning code regulations.
- Basic methods, principles and practices of residential construction practices and techniques.
- Building codes, regulations and laws related to areas of specialization.
- Proper business English usage, spelling, grammar and punctuation.
- Personal computers and related software applications.

Skills and Abilities to:

- Review residential construction plans for compliance with CABO 1 and 2 family dwelling code and local codes and ordinances.
- Interpret, apply and explain regulations and policies and provide information to public in clear and concise language.
- Make and deliver difficult decisions under stressful conditions, while maintaining professional and positive demeanor.
- Operate a variety of office equipment, including personal computer for data entry, information retrieval, document and report creation and preparation.
- Organize work to achieve maximum efficiency in the performance of duties in an environment subject to frequent interruptions.
- 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 High School diploma or G.E.D and 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 are required to possess a valid driver's license and ability to meet the City's driving standards.

The following certifications and/or licenses may also be required:

CABO (1 and 2 Family) Plans Examiner or Inspector.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; attending meetings or activities outside normal working hours; occasional response to emergency conditions during off-hours; operation of a motor vehicle on public roads.

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.

Department Director

Date

Human Resources Director

Date

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.