

## Building Codes Tech



<b>WORKING TITLE:</b> BUILDING CODES TECH	<b>CLASSIFICATION:</b> 7 FTE 37.50 per week
<b>DEPARTMENT:</b> BUILDING CODES	<b>DIVISION:</b> Courthouse
<b>PAY RANGE:</b> See HR	<b>FLSA CATEGORY:</b> Hourly – Non-Union
<b>PHYSICAL REQUIREMENTS:</b> See Attached	<b>WORKERS COMP CODE:</b> 9410
<b>PPE:</b> PER WORK LOCATION	<b>REVISION DATE:</b> November 2023

### JOB DESCRIPTION

#### **GENERAL STATEMENT OF DUTIES:**

Work involves considerable contact with private citizens, building contractors, and others in situations requiring firmness, tact, and diplomacy to obtain compliance and cooperation.

#### **SUPERVISION RECEIVED:**

Works under the supervision of the Building Official who makes assignments in the form of oral or written instructions. Work is reviewed through periodic field checks for technical competency, and the use of tact and diplomacy in dealing with the public.

#### **SUPERVISION EXERCISED:**

Supervision is not a responsibility of positions in this class. However, incumbents may provide technical assistance to or assist in the training of new employees.

#### **DUTIES AND RESPONSIBILITIES INCLUDE ESSENTIAL FUNCTIONS OF POSITIONS ASSIGNED TO THIS CLASSIFICATION. DEPENDING ON ASSIGNMENT, THE EMPLOYEE MAY PERFORM A COMBINATION OF SOME OR ALL OF THE FOLLOWING DUTIES:**

- Serves as initial point of contact for the Building Department to include walk-in and phone customers.
- Establish and maintain good working relationships with contractors, other municipalities, private agencies, and the public.
- Maintain effective customer service relationship with clients and customers to service all their building department needs.

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- Promote a high level of professional and ethical standards in the Building Codes profession.
- Answer general questions regarding services, permitting, processes, and procedures provided by the Building Department.
- Perform a variety of daily clerical and administrative duties including answering and directing calls, operating computer software, data entry, creating and managing records, maintaining department archives, facilitating letters and other documents and correspondence as required.
- Establish and maintain systems to ensure that all required documentation, blueprint drawings and other data or materials are maintained and organized for plan review.
- Review construction permit applications for accuracy after the completion of plan review by Building Official for both residential, new construction and commercial projects.
- Process, coordinate, and schedule inspection requests.
- Requires organizational skills, excellent communication, and the ability to work independently as a team member and under pressure.
- Must obtain ICC Permit Technician certification within 6-months of starting employment.
- Options to obtain inspector certifications and/or Assistant Building Official status will be discussed at the time of interview. Pay will be adjusted according to certifications and experience.

### **OTHER REQUIREMENTS:**

Ability to secure and maintain a driver's license valid in the State of Oregon, or an acceptable alternative means of transportation. May be required to drive a County vehicle. Employees authorized to operate a private vehicle on County business are required to carry a valid driver's license and liability insurance minimums as outlined in ORS 806.070

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Depending upon assignment, candidates may be required to pass a criminal background check and drug screening.

Works in an office environment and uses a computer, telephone and other office equipment as needed to perform duties. The noise level in the work environment is typical of that of an office/business or outdoors. The employee will encounter frequent interruptions throughout the workday. While performing the duties of this job, the employee must be able to work in inclement weather conditions and various conditions pertinent with jobsite construction and comply with safety and security requirements, e.g. wearing hard hats.

The employee is regularly required to walk, sit or stand up to 90% of the time, talk, or hear 100% of the time, frequently required to use repetitive hand motion, handle or feel, pull, push, reach, crawl, stoop, knee, crouch, climb and bend up to 80% of the time. Specific vision abilities required include close vision, distant vision, color vision, peripheral vision and depth perception. Hand-eye coordination is necessary to operate various pieces of office equipment. Required to lift up to 20 pounds regularly and 30 pounds occasionally.

*The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*This job description in no way states or implies that these are the only duties to be performed by an employee occupying this position. Employees may be required to perform other related duties as assigned, to ensure workload coverage. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description does NOT constitute an employment agreement between the employer and employee and is subject to change by the employer as the organizational needs and requirements of the job change.*

*The job specification requirements stated are representative of minimum levels of knowledge, skills, and abilities to perform this job successfully. Any satisfactory equivalent combination of experience and training which ensures the ability to perform the work may substitute for the above so that the employee will possess the abilities or aptitudes to perform each duty proficiently.*

I have read and understand the above job description.

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Employee Signature

Date: