



CLASSIFICATION NO. 309

Established: 1/93

Revised: 12/07, 8/17, 2/23

FLSA: Exempt

EEO: 1

## **BUILDING CODES ADMINISTRATOR**

### **CLASS CHARACTERISTICS**

Under general direction, to plan, organize, direct, and manage the Building Codes program within the Department of Transportation and Development; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Building Codes Division within the Department of Transportation and Development is responsible for administering the State of Oregon specialty codes, County grading ordinance, and Code Enforcement program. Additionally, the program enforces other environmental and related code and rules, ensures compliance with State of Oregon statutes and rules, and Clackamas County ordinances and regulations.

The Building Codes Administrator is responsible for the administration of code enforcement, structural, mechanical, electrical, plumbing, fire and life safety codes and related rules, regulations, and ordinances. The incumbent serves as the Clackamas County Building Official and reports to the Assistant Director of Development.

The Building Codes Administrator differs from section supervisors which have responsibility for a specific functional area and assigned staff. The Building Codes Administrator differs from the Deputy Building Codes Administrator, by having full administrative authority over the Building Codes and Code Enforcement programs, and serving as the statutory agent for Clackamas County, as the County's named Building Official per ORS 455. The Deputy Building Codes Administrator does not have responsibility for the code enforcement activities but may occasionally provide oversight to these functions in the absence of the Building Codes Administrator.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops and implements new and revised policies, goals and standards; prepares the section's annual work plan; ensures operations comply with Federal and State statutes, rules and regulations; resolves code administration issues; reviews and approves/denies use of alternate methods and materials of construction or specific modifications to adopted codes.
2. Directs and coordinates programs for structural, mechanical, electrical, plumbing and plans examinations, abatement of dangerous buildings, code violations, and plan review and inspection for manufactured dwelling and recreational vehicle parks; arbitrates disputes between inspection/plan review staff and the public; establishes permit and inspection fees.

3. Oversees the management of the County's electronic permit processing system, coordinates system management, maintenance, and administration with appropriate personnel.
4. Hires and directs supervisory, technical, and administrative support staff to provide quality service to residents, customers, and County staff; prepares performance evaluations; recommends and administers progressive discipline; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments.
5. Forecasts, prepares, compiles and monitors the overall annual and supplemental budget for the Building Codes Division and subset sections; oversees and coordinates resources between work units.
6. Provides communication and coordination between the building codes programs, County departments, state and federal agencies and community groups; responds to public inquiries and complaints concerning section operations; reconciles escalated disputes between assigned staff and public; assists customers with questions and complaints concerning permits, policies, code issues, or other factors relevant to the Building Codes division activities; establishes, monitors and reviews customer service levels to help determine customer service goals.
7. Researches, analyzes, and advocates for County code administration objectives and goals at state and regional meetings; evaluates impact of proposed legislation or administrative rules on building supervision programs; assists County legal staff in preparing documentation for hearings or trials for code violations; oversees the preparation of documentation for public hearings and court trials; may serve as an expert witness.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: Principles and practices of public administration, personnel and performance management, program planning, policy development, and budget preparation and administration; participative management theories; State of Oregon Building, Residential, Plumbing and Electrical Specialty Codes, Grading Ordinance, and other codes and standards related to the administration of a building code program.

Working knowledge of: County field inspection procedures and practices; County plan review procedures; County permit processes regulations; County Land use planning regulations; County Code Enforcement regulations and procedures; building construction methods and materials; basic statistics and math.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations; read and understand building plans, maps, legal descriptions and zoning laws; prepare and administer budgets; hire, train, evaluate, and discipline personnel; interpret and apply pertinent laws and regulations; prepare clear and concise reports and correspondence; direct staff in continuous efforts to improve quality, productivity, and effectiveness; incorporate team participation in decision making; respond to changes desired by residents, customers, and County staff; establish and maintain effective working relationships with the public and County personnel.

## **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of seven (7) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None

## **PRE-EMPLOYMENT REQUIREMENTS**

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license and maintain an acceptable driving record throughout the course of employment.

## **POST-EMPLOYMENT REQUIREMENTS**

- Oregon Inspector Certification (OIC) within 30 days hire
- State of Oregon Building Official Certification (BO) within 6 months of hire
- Complete the Oregon State Building Codes Division Building Official Certification course, covering administration and enforcement of the Oregon Building Codes, within 6 months of hire.

Edited: 8/23