



CLASSIFICATION NO. 150

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FLSA: Exempt

EEO: 2

DEPUTY BUILDING CODES ADMINISTRATOR

CLASS CHARACTERISTICS

Under direction, to plan, organize and supervise the technical and administrative activities and personnel involved in building codes, plan review, field inspections and grading permits; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Building Codes Program 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 division enforces other environmental and related codes and rules and Clackamas County ordinances and regulations.

The Deputy Building Codes Administrator oversees the day-to-day operations and staff of the Code Enforcement and Building Codes Programs. Program functions include permits, plan review, inspection and investigation of the construction and remodeling activities of permit applicants under the State of Oregon Electrical, Plumbing, Structural, Residential and Manufactured Structures specialty codes, Grading codes and other regulations and ordinances.

The Deputy Building Codes Administrator differs from the Building Codes Administrator which has full administrative authority over the Building Codes Division and serves as the statutory agent for Clackamas County, as the County's named Building Official per ORS 455.

TYPICAL TASK

Duties may include but are not limited to the following:

1. Coordinates and manages Building Codes programs for structural, electrical and plumbing inspections, plan review and grading permits; coordinates and manages the public service lobby and all related functions; develops and recommends policies and procedures to ensure compliance with codes, regulations, and ordinances.
2. Hires and supervises clerical, technical, and administrative staff to provide quality service to residents 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 and outside agencies.

3. Reconciles 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 program activities; monitors and reviews customer service levels to help determine customer service goals; assesses progress towards meeting those goals; develops and implements customer service policies and procedures; balances County's mandate to ensure public safety with individual circumstances.
4. Coordinates the selection, development and maintenance of the County's permitting and plan review software; confers with Technology Services personnel to ensure compatibility with existing computer systems; monitors and reviews computer systems; assesses and monitors the permits system and its enhancements.
5. In the absence of the Building Codes Administrator, serves as the County's Building Official and provides policy direction or interpretation for the Building Codes Program; provides technical guidance in the structural/mechanical section and the electrical and plumbing programs; resolves code or permit problems.
6. Assists in the development, administration and monitoring of the Building Codes Program budget; performs research and prepares reports and revenue projections; makes recommendations for purchases and expenditures; submits justifications for requests; assists Building Codes Administrator with long-range planning.
7. Attends meetings to review development proposals for new commercial projects and subdivisions; provides input to applicants on the steps necessary for completion of projects.
8. Researches and analyzes the impact of proposed legislation or administrative rules on program policies and procedures; participates in organizations that support division goals; develops reports and tracks statistical data relevant to the administration of the building codes programs.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: (One or more of the following) 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; principles of customer service and results-oriented service delivery in a building codes environment.

Working knowledge of: Principles and techniques of supervision, program planning and budgeting; policy development; code enforcement policies and procedures; County field inspection and plan review procedures and practices; County permit processes; zoning regulations; environmental regulations and erosion control; basic math; department policies and procedures.

Skill to: Communicate effectively and respectfully, both orally and in writing; hire, train, evaluate, and discipline assigned personnel; interpret and explain applicable policies and procedures;

plan, develop and evaluate funding requirements; prepare and justify budget requests; research, analyze and make recommendations on proposed legislation or administrative rules; prepare technical 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 and County staff; establish and maintain cooperative working relationships with County Administration, elected officials, 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 5 years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

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 possess and maintain an acceptable driving record throughout the course of employment.

POST-EMPLOYMENT REQUIREMENTS

- Oregon Inspector Certification (OIC) within 30 days of 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.

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