



CLASSIFICATION NO. 898  
Established: 4/03  
Revised: 12/07, 8/17  
FLSA: Exempt  
EEO: 3

## **PLUMBING INSPECTOR SUPERVISOR**

### **CLASS CHARACTERISTICS**

Under general direction, to supervise and coordinate the work of assigned staff performing plumbing inspection; to review plans for and inspect plumbing installations of all types and complexities for compliance with relevant State of Oregon codes and Clackamas County regulations; to resolve technical and code interpretation questions; 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 building and related codes and Clackamas County ordinances and regulations.

The Plumbing Inspector Supervisor is responsible for the coordination and supervision of staff within the plumbing section, including the implementation of the division's goals, objectives, policies and procedures. The incumbent supervises the review of plans for projects of all types and performs field inspections on the same.

The Plumbing Inspector Supervisor is distinguished from the Plumbing Inspector by the former's direct supervisory responsibility.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Plans, organizes, and supervises the work of Plumbing Inspectors; ensures that projects are completed on time; approves leave, overtime and signs timecards.
2. Assigns inspection projects to staff; consults with staff regarding difficult or highly complex plumbing installations.
3. Directs section meetings; participates on the personnel team to hire, train, and supervise assigned staff to provide quality service to citizens and other county staff; prepares and conducts performance evaluations; recommends and administers progressive discipline; facilitates staff training and development programs, promotes cooperative team efforts among staff and other County departments.
4. Confers with and provides technical information to architects, engineers, contractors, and the general public regarding appropriate plumbing codes.
5. Reviews complex plans of proposed plumbing work for conformance to State codes and County regulations; confers with engineers, contractors, architects and other permit applicants regarding code requirements and inspection procedures; explains designated policies, statutes, ordinances, regulations and codes pertinent to the plumbing trade; tracks the plan review process for the plumbing section.

6. Performs field inspections on plumbing installations of all types and complexities for quality of work, use of proper materials and compliance with State plumbing codes and County regulations; inspects existing or impaired plumbing systems for deterioration and hazardous conditions; issues certificates of inspection and approval or notice of deficiency; explains deficiencies and answers questions regarding corrections required to meet code requirements.
7. Completes and maintains inspection and compliance records and progress reports; posts violation notices at job sites; reviews/checks electricians, licenses and permits; files formal reports for noncompliance with violation notices.
8. Attends division staff meetings; makes recommendations to Building Official on alternative forms of construction and/or modification of the current code.

### **REQUIRED KNOWLEDGE AND SKILLS**

Thorough knowledge of: State of Oregon Plumbing Specialty Code and Plumbing sections of the State of Oregon Residential Specialty Code.

Working knowledge of: Personnel management principles and practices; participative management theories; plumbing construction methods and materials for residential, commercial and industrial buildings; County field inspection procedures and practices; County permit process and zoning regulations; basic math and algebra; English grammar and composition.

Skill to: Supervise the work of assigned staff; communicate effectively, both orally and in writing; read and interpret plumbing codes, regulations and policies and apply knowledge to specific situations; read and interpret mechanical drawings or schematics of plumbing systems; evaluate plumbing materials, products and methods of installation; interpret and explain technical plumbing information; write concise and accurate inspection reports; use small hand tools such as a level, gauge or measuring tape to complete inspections; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; hire, train, evaluate, and discipline personnel; respond to changes desired by citizens and County staff; establish and maintain effective working relationships, elicit the cooperation of contractors, engineers, architects and other concerned parties; maintain accurate records; operate office equipment, including personal computers and software applications.

### **WORKING CONDITIONS**

Duties are performed in a variety of conditions and settings including sedentary activities in an office and moderate to fairly strenuous activities in the field.

### **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 three (3) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

#### **Licenses/Certifications:**

The following licensure/certifications are required at the time of hire.

- Oregon Inspector Certification (OIC) **and**:
  1. The following State of Oregon certifications:
    - Plumbing Specialty Code Inspector (PI)Possession of, or obtain within 1 year of hire:
    - Medical Gas Plumbing Inspector (MGI)
  - OR-**
  2. The following State of Oregon legacy certifications:
    - State of Oregon A-level Plumbing Inspector
    - State of Oregon 1 and 2 Family Dwelling Plumbing Inspector
    - State of Oregon Manufactured Dwellings Installation Inspector
    - State of Oregon Medical Gas

### **PRE-EMPLOYMENT REQUIREMENTS**

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

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.