



CLASSIFICATION NO. 897
Established: 3/07
Revised: 12/07, 8/17
FLSA: Exempt
EEO: 3

STRUCTURAL/MECHANICAL INSPECTOR SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to supervise and coordinate the work of assigned staff performing inspection of building projects and mechanical systems of unlimited size, type and complexity for compliance with State of Oregon Structural and Mechanical Specialty Codes and regulations; to resolve technical and code interpretation questions and provide training; 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 Structural/Mechanical Inspector Supervisor is responsible for the coordination and supervision of staff within the Structural/Mechanical Inspector section, including the implementation of the division's goals, objectives, policies and procedures. The incumbent performs and supervises the inspection of all types of residential and commercial structures for code compliance.

The Structural/Mechanical Inspector Supervisor is distinguished from the Structural/Mechanical Inspector A by the latter's lack of responsibility for supervision and training.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Supervises and participates in the hiring of Structural/Mechanical Inspection staff; approves leave, overtime, and signs time cards; directs section meetings; prepares performance evaluations; recommends and administers initial steps of progressive discipline; processes and responds to grievances; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
2. Inspects commercial, industrial, assembly, institutional, residential and other types of buildings for compliance with building, mechanical and other related codes and approved permit drawings and documents.
3. Plans, organizes, and supervises the work of Structural/Mechanical Inspectors; assigns section work load; performs quality control inspections to monitor performance; communicates policies and monitors application.
4. Writes inspection reports, noting approvals or disapprovals and corrections needed; places "stop work" orders when necessary.

5. Attends pre-construction meetings as needed; participates and assists in solving code related problems with construction and design professionals during construction stages; explains code requirements, plan reviews, inspection and permits procedures; resolves conflicts with employees and customers.
6. Coordinates with Plans Examiner Supervisor on issues related to plan review and inspections; assists with plan review for residential structures as needed.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: State of Oregon structural and mechanical specialty, fire/life safety code and residential codes provisions; County field inspection procedures and practices.

Working knowledge of: Personnel management principles and practices; participative management theories; basic principles of structural, mechanical and civil engineering; construction methods and materials; County permit process and zoning regulations; English grammar and composition.

Skill to: Supervise the work of assigned staff; communicate effectively, both orally and in writing; 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; apply knowledge of State of Oregon appropriate codes; read building plans and specifications; establish and maintain effective working relationships with contractors and the general public; complete and maintain accurate records; write clear and concise inspection reports; operate office equipment, including personal computers and software applications.

WORKING CONDITIONS

Duties in the field require squatting, kneeling, balancing, climbing, and the ability to lift, carry, push, and pull objects. Duties also involve exposure to loud noises, moving traffic, slippery and/or uneven surfaces, working at heights on ladders and roofs, confined crawl spaces, and adverse weather conditions.

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:
 - A-level Structural Inspector (SIA)
 - A-level Mechanical Inspector (MIA)
 - Residential structural Inspector (CAS)

-OR-

2. The following International Code Council (ICC) national certifications **and** be able to provide documentation showing the appropriate experience as outlined by the Oregon State Building Codes Division in order to convert these certifications to Oregon certifications **or** be registered to take the necessary Oregon State Building Codes Division training class in order to convert the ICC certifications, within six (6) months of hire to Oregon Certifications.
 - ICC Commercial Building Inspector (B2)
 - ICC Commercial Mechanic Inspector (M2)
 - ICC Residential Building Inspector (B1)
 - ICC Residential Mechanical Inspector (M1)
- OR-**
3. The following State of Oregon legacy certifications:
 - State of Oregon A-level Structural Inspector
 - State of Oregon A-level Mechanical Inspector
 - State of Oregon 1 and 2 Family Plans Examiner
 - State of Oregon 1 and 2 Family Structural Inspector
 - State of Oregon 1 and 2 Family Mechanical Inspector

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.

POST-EMPLOYMENT REQUIREMENTS

Possession of or the ability to obtain within six (6) months of hire: State of Oregon Manufactured Dwellings Installation Inspector Certification.

Edited: 7/16