



LANE COUNTY  
J056  
Established 10/27/10  
Updated 09/23/15

## BUILDING SAFETY SPECIALIST 1

**CLASS SUMMARY:** To inspect a variety of residential properties to ensure that structural, mechanical, plumbing and manufactured dwelling installations, repairs and equipment comply with related federal, state and local codes; to provide technical information to owners and contractors; may review plans as assigned.

**CLASS CHARACTERISTICS:**

This is the entry level class in the Building Safety Specialist series. This class is distinguished from the Building Safety Specialist 2 by the performance of the more routine tasks and duties assigned to positions within the series. The Building Safety Specialist 1 requires possession and maintenance of professional certifications as outlined in the Special Requirements section.

**SUPERVISION RECEIVED AND EXERCISED:** Receives general supervision from designated management staff.

**TYPICAL CLASS ESSENTIAL DUTIES:** (These duties are a representative sample; position assignments may vary.)

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| 1. | Reviews permits and inspection requests for residential construction.   |
| 2. | Conducts on-site inspections of residential construction projects to ensure compliance with approved plans, specifications, codes, ordinances, and laws.                |
| 3. | Receives plans and drawings. Calculates and informs owners and contractors of related application and permit fees.  |
| 4. | Records deficiencies and notifies owners and contractors.   |
| 5. | Examines plans for conformance to federal, state and local code requirements, policies and procedures; researches applicable rules, codes and statutes.                 |
| 6. | Investigates complaints of code violations; notifies parties of violations observed and requirements to be met.   |
| 7. | Schedules and conducts follow up inspections; records findings and actions taken.   |
| 8. | Consults with Building Official, Senior Building Safety Specialist or Plans Examiner concerning changes or variations in plans.   |
| 9. | Researches plan requirements, construction materials and related standards with engineers, architects, materials suppliers and manufacturers, state and local agencies. |

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10.	Issues notices of approval or correction; issues stop work orders when appropriate.
11.	Maintains records and logs of work performed and actions taken.
12.	Provides technical information to owners and contractors concerning code requirements and installation procedures.
13.	Responds to public inquiries at the counter and over the telephone; explains construction and inspection standards and department policies and procedures.
14.	Verifies the status of outstanding permits; maintains records; files paperwork as required.
15.	Compiles inspection and permit data; prepares inspection reports; inputs to computer database.
16.	Performs related duties as required.

**Knowledge of** (position requirements at entry):

- Construction standards, materials and techniques; applicable federal, state and local standards related to structural, mechanical, and plumbing systems as well as manufactured dwelling placements and their electrical connections.
- Oregon Specialty codes governing residential construction.
- Structural and mechanical design.
- Applicable County policies and ordinances.
- Applicable federal, state, and local laws, rules, and regulations.
- Recordkeeping principles.
- Inspection and investigation techniques.
- Computers and related software applications.

**Ability to** (position requirements at entry):

- Perform field inspections and review plans of residential structural, mechanical, and plumbing systems as well as manufactured dwelling placements and their electrical connections.
- Identify and make accurate notes of deficiencies in construction standards, methods and materials; use safe work habits; prepare and maintain accurate records, forms, reports, and files.
- Follow oral and written instructions.
- Use mathematics to accurately compute spans, loads and setbacks, and to perform other computations related to work assigned including construction work.
- Prioritize and schedule work to meet established deadlines.
- Establish and maintain effective working relationships with others contacted in the course of work
- Use and operate a variety of office and inspection equipment and tools, including computers and peripheral equipment, to complete assigned work; and interpret and explain department policies and procedures as necessary.
- Perform on-site field inspections.
- Operate a motor vehicle.
- Communicate clearly and concisely, both orally and in writing.

**Training and Experience** (positions in this class typically require):

Equivalent to the completion of the twelfth grade, and specific training required to hold legal certifications necessary to successfully perform the duties of the position assigned.  
One year of building inspections and/or building plans examination experience is desirable.  
An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

**Licensing Requirements** (positions in this class may require):

**License or Certificate:**

- Possess and maintain in good standing a valid Oregon Driver's License.
- Possess and maintain in continuous good standing those certifications – as specified and required by the State's Building Codes Division through Oregon Administrative Rule – that will allow the individual in this position to legally perform the following duties as an agent of a county or municipality in the State of Oregon:

**At time of appointment:**

- Conduct on-site inspections of residential construction projects for compliance with applicable provisions of the Oregon Residential Specialty Code (ORSC) and Oregon Energy Efficiency Specialty Code (OEESC).
- Conduct on-site inspections of residential construction projects for compliance with the mechanical provisions of the Oregon Residential Specialty Code (ORSC) and applicable provisions of the Oregon Mechanical Specialty Code (OMSC).

**Within six months of appointment:**

- Conduct on-site inspections of manufactured dwelling or park trailer installations covered by the State's adopted manufactured dwelling standard.
- Conduct on-site inspections and provide other technical services for manufactured dwelling parks, recreational parks, organizational camps, and picnic parks regulated by state law and rule.

**Within one year of appointment:**

- Conduct on-site inspections of residential construction projects for compliance with the plumbing provisions of the Oregon Residential Specialty Code (ORSC) and applicable provisions of the Oregon Plumbing Specialty Code (OPSC).

**NOTE:** This position is represented by AFSCME Local 2831.

**Classification History:**

FLSA Status: Non-Exempt