

## City of Warrenton, Oregon

**RESIDENTIAL BUILDING INSPECTOR:** Salary Range 22: \$4,117.88 - \$5,005.31 monthly + excellent benefits. FT Non-Exempt. Under the direction of the Building Official, this position serves as the Residential Building Inspector, responsible for reviewing residential building construction plans and inspecting residential structures during construction.

**REQUIRES:** Must possess a current Oregon Inspectors Certification (OIC). Must have Certification as a Residential Building and Mechanical Inspector (CAS,CAM), Residential Plans Examiner (CAX) and Residential Plumbing Inspector (CAP) through the State of Oregon or ICC. A Residential Electrical Inspector (CAE) Certification is desirable but not required. A valid Oregon driver's license for equipment to be operated is mandatory.

**How to Apply:** Download application and full job description at [www.ci.warrenton.or.us](http://www.ci.warrenton.or.us).; application packet can also be obtained from at City Hall, 225 S. Main Ave., Warrenton, OR 97146; (503) 861-2233. Mail application, resume, and cover letter to Bob Johnston, Building Official, City of Warrenton, PO Box 250, Warrenton, OR., 97146 or email to [bjohnston@ci.warrenton.or.us](mailto:bjohnston@ci.warrenton.or.us).

**Open Until Filled:** First application review 5:00 p.m., October 29, 2019.

The City of Warrenton is an Equal Employment Opportunity Employer.

## CITY OF WARRENTON CLASS SPECIFICATION

### RESIDENTIAL BUILDING INSPECTOR

DEPARTMENT: Building

CLASSIFICATION: Non-Exempt

SALARY RANGE: 22

DEFINITION: Under the direction of the Building Official, serves as the Residential Building Inspector, responsible for reviewing residential building construction plans and inspecting residential structures during construction.

EXAMPLES OF DUTIES: The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. Marginal duties are those duties which are least likely to be essential functions for any single position in this class.

1. Performs field inspections of new and remodeled residential structures to verify compliance with various specialty building codes for structural, mechanical and other components of buildings; inspects foundations for site requirements; approves construction as appropriate; and maintains record of field inspections.
2. Reviews plans of residential structures to determine compliance with various codes; provides information to architects, engineers and contractors regarding building code requirements.
3. Answers questions in person and over the phone regarding projects; investigates complaints involving building codes violations.
4. Maintains written documentation on all aspects of permitted projects and inspections.
5. Write correction notices.
6. Issues "Stop Work" orders under the direction of the Building Official.

### QUALIFICATIONS FOR EMPLOYMENT

#### Knowledge and Ability

#### Knowledge of:

1. Practices, materials and equipment used in building construction.
2. Thorough knowledge of the permitting process in relation to building, plumbing, mechanical, energy and fire codes.
3. Occupational hazards and safety practices.

Ability to:

1. Read and interpret residential construction plans and specifications;
2. Perform mathematical calculations.
3. Able to explain residential code requirements to the general public and professionals engaged in the construction industry.
4. Maintain accurate and legible records of activities and conditions observed.
5. Work harmoniously and tactfully with other City employees and representatives of organizations conducting business with the City and the general public. Directs individuals having complaints regarding City actions to the Building Official.

#### QUALIFICATIONS:

Special Requirements - Must possess a current Oregon Inspectors Certification (OIC). Must have Certification as a Residential Building and Mechanical Inspector (CAS,CAM), Residential Plans Examiner (CAX) and Residential Plumbing Inspector (CAP) through the State of Oregon or ICC. A Residential Electrical Inspector (CAE) Certification is desirable but not required. A valid Oregon driver's license for equipment to be operated is mandatory.

Supervisory Controls - Work is performed under the general direction of the Building Official. Work is reviewed for overall conformance with department goals and objectives by the Building Official.

Guidelines - Employee uses judgment in choosing and interpreting the numerous guidelines that control the work. As a Building Inspector has the authority to permit deviations from residential codes, as authorized by the Building Official.

Physical Demands and Working Conditions - Works outside on a regular basis with exposure to dust and fumes within regulatory standards and limits. Physical demands include occasional light lifting, walking, bending, stooping, climbing, crawling, squatting and periods of standing. Work can be performed in adverse weather. Safety precautions can reduce but not entirely eliminate hazards.

# City of Warrenton

## Application for Employment

An Affirmative Action, Equal Opportunity, Employer

*"Making a difference through excellence of service"*



**CITY OF WARRENTON**

### Applicant Information

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Last* \_\_\_\_\_ *First* \_\_\_\_\_ *M.I.* \_\_\_\_\_

Address: \_\_\_\_\_

*Street Address* \_\_\_\_\_ *Apartment/Unit #* \_\_\_\_\_

Mailing Address: \_\_\_\_\_

*City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code* \_\_\_\_\_

Address: \_\_\_\_\_

*Address* \_\_\_\_\_ *Apartment/Unit #* \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Alternate Phone: ( ) \_\_\_\_\_

*City* \_\_\_\_\_ *State* \_\_\_\_\_ *ZIP Code* \_\_\_\_\_

Date Available: \_\_\_\_\_ Social Security No.: \_\_\_\_\_ Desired Salary: \$ \_\_\_\_\_

Position Applied for: \_\_\_\_\_

Are you a citizen of the United States? YES  NO  If no, are you authorized to work in the U.S.? YES  NO

Have you ever been a City of Warrenton employee? YES  NO  If yes, when? \_\_\_\_\_

Are you now a City of Warrenton employee? YES  NO  Dept. \_\_\_\_\_

Do you have relatives employed by the City of Warrenton? YES  NO  If yes, indicate name, relationship, dept. \_\_\_\_\_

Do you possess a valid driver's license Class: \_\_\_\_\_ YES  NO  State: \_\_\_\_\_

Endorsement: \_\_\_\_\_

(A valid driver's license is required only when stated on the job announcement.)

### Office Skills

Typing Speed (wpm) : \_\_\_\_\_ Can you operate a computer? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you speak a language other than English? YES  NO  If so, what language? \_\_\_\_\_

### Computer Operation

Describe your computer operation skills, including programs used: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Equipment Operation

Describe your equipment operation skills related to the job for which you are applying: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



**Education**

High School: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
High School Equivalency? YES  NO  School: \_\_\_\_\_  
College: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_  
Other: \_\_\_\_\_ Address: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Did you graduate? YES  NO  Degree: \_\_\_\_\_

**Licenses and Certificates**

List any school course or vocational training, licenses, certifications, or other qualifications which bear on your suitability for this position:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**EMPLOYMENT HISTORY:** Begin with your present or most recent job. List all jobs separately including on-the-job training, and volunteer work. Please be sure you completely describe in the section below the duties you performed which demonstrate that you are qualified to perform the duties for which you are applying. If in doubt about listing a particular job, it may be to your advantage to list it. Additional pages or a resume may be attached, but all statements on the application must be completed. Incomplete applications may result in disqualification. A resume does not substitute for an application. If a supplemental questionnaire is required, it must accompany this application.

**Employment History**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_  
Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_  
Job Title: \_\_\_\_\_  
Responsibilities: \_\_\_\_\_  
From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_  
May we contact your previous supervisor for a reference? YES  NO



**Employment History continued**

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

Company: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Job Title: \_\_\_\_\_

Responsibilities: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Reason for Leaving: \_\_\_\_\_

May we contact your previous supervisor for a reference? YES  NO

**Military Service**

Branch: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Rank at Discharge: \_\_\_\_\_ Type of Discharge: \_\_\_\_\_

If other than honorable, explain: \_\_\_\_\_

**Disclaimer and Signature**

*IMPORTANT: Employment with the City of Warrenton may require transfer to different shifts or work location. In accepting employment with the City you are consenting to such transfers. Federal law requires anyone employed by the City to present proof of identity and proof of authorization to work in the United States.*

*I certify that my answers are true and complete to the best of my knowledge.*

*If this application leads to employment, I understand that false or misleading information in my application or interview may result in my release.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Veterans' Preference Form (ORS 408.230)**

Veterans who meet the minimum qualifications for a position open for recruitment may be eligible for preference in employment under Oregon law. If you are a Qualified Veteran or Qualified Disabled Veteran and would like to be granted preference in the selection and hiring process for a specific posted job, please fill out this Veterans' Preference Form and provide proof of eligibility by submitting a copy of form DD-214 or 215 (Copy 4). This completed form and required supporting documentation must be submitted with your application for consideration for Veterans' Preference.

**Qualified Veteran Questions:** *Veterans' preference may be claimed if you check at least one of the boxes below and provide proof via form DD-214 or 215 (Copy 4)*

**ORS 408.225(f)** - I served on active duty with the Armed Forces of the United States:

- For a period of more than 90 consecutive days beginning on or before January 31, 1955, and was discharged or released under honorable conditions
- For a period of more than 178 consecutive days beginning after January 31, 1955, and was discharged or released from active duty under honorable conditions
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions because of a service due to a service-related disability
- For a period of 178 days or less and was discharged or released from active duty under honorable conditions and have a disability rating from the United States Department of Veterans Affairs
- For at least one day in a combat zone and was discharged or released from active duty under honorable conditions
- And received a combat or campaign ribbon or an expeditionary medal for service in the Armed Forces of the United States and was discharged or released from active duty under honorable conditions
- And receiving a nonservice –connected pension from the United States Department of Veterans Affairs

**Qualified Disabled Veteran Questions:** *Additional preference may be claimed if you check at least one box below and provide proof of eligibility via a copy of DD-214 or 215 (Copy 4), and a public employment preference letter from the United States Department of Veteran's Affairs (letter may be requested by calling 800-827-1000)*

- I am entitled to disability compensation under laws administered by the United States Department of Veterans Affairs; or
- I was discharged or released from active duty for a disability incurred or aggravated in the line of duty; or
- I was awarded the Purple Heart for wounds received in combat

I hereby claim Veterans' Preference, have attached proof of eligibility as directed and certify that the above information is true and correct. I understand that any false statements may be cause for my disqualification, or dismissal, regardless of when discovered.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

*This form and supporting documentation must be received City of Warrenton no later than the closing time and date of the job posting. If you have any specific questions, please contact the hiring department.*

*(503) 861-0823 or cityrecorder@ci.warrenton.or.us*