

CITY OF WARRENTON – BUILDING OFFICIAL: The City of Warrenton, is accepting applications for Building Official. The Building Official is the department head for the Building Department of the City and reports directly to the City Manager. The Building Official administers the City's Building Department as follows: supervises personnel, does plan reviews, inspections, and building code enforcement, and oversees all other codes required for new construction, alteration, and repairs to existing structures. The Building Official interprets Oregon Specialty Codes, other applicable state codes, and City ordinances related to building department activities. The Building Official also coordinates building permit and plan review processes within and between city departments and is the certified designee for the city as it relates to City Ordinance and State of Oregon for building code requirements.

REQUIRES: Must have the equivalent to a bachelor's degree in building technology. Graduation from accredited college with an Associate Degree in Building Inspection Technology or a related field, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the essential functions of the position.

Licenses, Certificates, and other Requirements:

- Must possess a valid Oregon driver's license, or can obtain one by the start of employment,
- Must possess State of Oregon Building Official certification (or ICC CBO certification) and Oregon Inspector Certification (OIC),
- Must possess the following State of Oregon or the equivalent ICC certifications:

Oregon A-Level:

- Building Official (BO), ICC Certified Building Official (ICC CBO)
- Structural Inspector (SIA), ICC Commercial building inspector (ICC B2)
- Mechanical Inspector (MIA), ICC Commercial mechanical inspector (ICC M2)
- Plans Examiner (PEA), Building plans examiner (ICC B3)

Oregon Residential:

- Structural Inspector (CAS), ICC Residential building inspector (ICC B1)
- Plans Examiner (CAX), Residential plans examiner (ICC R3)
- Mechanical Inspector (CAM), ICC Residential building inspector (ICC B1)
- Plumbing Inspector (CAP)

Note: equivalent ICC certifications shall be converted within 30 days of date of hire.

SALARY: Management Range 30: \$6,319.75 - \$7,681.71 + full benefit package.

TO APPLY: Download application packet and job description at www.warrentonoregon.us. Mail application, resume and cover letter to Dawne Shaw, City Recorder, City of Warrenton, PO Box 250, Warrenton, OR 97146 or email to cityrecorder@warrentonoregon.us. Open until filled.

First Review: March 25, 2024. FLSA Exempt Position. EEOE.



City of Warrenton

Position Description

Position: Building Official		
Department/Site: Building	FLSA: EXEMPT	
Evaluated by: City Manager	Salary Grade: 30	

Summary

The Building Official is the department head for the Building Department of the City and reports directly to the City Manager. The Building Official administers the City's Building Department as follows: supervises personnel, does plan reviews, inspections, and building code enforcement, and oversees all other codes required for new construction, alteration, and repairs to existing structures. The Building Official interprets Oregon Specialty Codes, other applicable state codes, and City ordinances related to building department activities. The Building Official also coordinates building permit and plan review processes within and between city departments and is the certified designee for the city as it relates to City Ordinance and State of Oregon for building code requirements.

Essential Duties and Responsibilities

Performs a variety of complex technical work in building and code inspection to ensure that the Building, Mechanical, Plumbing, Fire, and other related codes and standards as adopted by the State of Oregon are met for new construction.

Plans, organizes, and directs all activities within the Building Department which includes management of the Building Inspection Program and construction related plan review. Prepares and presents the annual budget for the department to the City Manager and Budget Committee. Manages expenses and monitors revenues. Supervises department staff and performs performance evaluations and disciplinary actions, according to Collective Bargaining Agreement.

Reviews and maintains the Building Department Operating Plan with related policies and procedures. Enforces building related state adopted codes, including Oregon Structural Specialty Code, Oregon Mechanical Specialty Code, Oregon Fire Code, and Oregon Plumbing Specialty Code as they relate to new and existing construction.

Implements Commission, organizational, and departmental goals, and objectives as related to the Building Department.

Acts as the primary plans examiner for all major projects. Performs onsite inspections for all stages of construction as needed or supervises certified inspectors or independent contractors. Serves as point of contact between city departments and Development Review Team.

Maintains records of inspection activity and completes related reports. Issues permits and certificates of occupancy as appropriate.

Research problems and handles complaints regarding commercial and residential building, building construction and code compliance. Responds to complex and sensitive building issues.

Assists in resolving customer service issues, either in person, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Provides technical interpretations and judgements on construction and development issues.

May work with contractors to obtain services in building or maintaining City property.

Explains, interprets, and provides guidance regarding all applicable codes within area of responsibility to architects, engineers, contractors, developers, and other interested parties.

May represent the City before various committees, commissions, community groups and the public at the local and state levels.

Devises, implements, and monitors technical training programs for the Department.

Customarily and regularly exercises authority to make decisions of significance.

Other Duties

Performs other duties as assigned.

Minimum Qualifications

Must have the equivalent to a bachelor's degree in building technology. Graduation from accredited college with an Associate Degree in Building Inspection Technology or a related field, or any satisfactory equivalent combination of experience and training which demonstrates the ability to perform the essential functions of the position.

Licenses, Certificates, and other Requirements:

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Oregon Residential:

- Structural Inspector (CAS), ICC Residential building inspector (ICC B1)
- Plans Examiner (CAX), Residential plans examiner (ICC R3)
- Mechanical Inspector (CAM), ICC Residential building inspector (ICC B1)
- Plumbing Inspector (CAP)

Note: equivalent ICC certifications shall be converted within 30 days of date of hire.

Desirable Qualifications:

- Four years progressively responsible work experience, building inspection, code administration or enforcement, or construction.
- Two years as a senior building inspector with supervisory or management responsibilities is preferable.
- Ten years' experience in construction industry, which includes progressively responsible work experience as a construction superintendent, foreperson, project manager, design professional, or code official, or any satisfactory equivalent combination of experience and training which demonstrates the proficient mastery of building construction methods, and principles.
- Fire and Life Safety Plans Examiner (PEF)
- ICC Fire Inspector I
- ICC Accessibility Inspector/Plans Examiner
- Thorough knowledge of building and general construction codes. Considerable knowledge in carpentry work, cement work, and skill in applying knowledge of national building codes, zoning and land use applications.
- Skill in the operation of the listed equipment.
- Working knowledge of Acella ePermitting software
- Skill in the operation of the listed equipment.
- Ability to work well with the public and with local contractors; ability to read and understand complicated plans and blueprints; ability to communicate effectively orally and in writing.
- Computer, including word processing, spreadsheets, and permitting software.
- Technical and physical ability including 10 key calculator; portable radio; telephone; ladder or scaffolding; tape measure.

Physical and Mental Demands:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high precarious places and is occasionally exposed to wet and/or humid conditions, or airborne particles.

While performing the duties of this job, the employee is occasionally required to stand, walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move up to 40 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

City of Warrenton

Application for Employment

An Affirmative Action, Equal Opportunity, Employer



Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

Mailing Address: _____
City State ZIP Code

Address: _____
Address Apartment/Unit #

City State ZIP Code

Phone: () _____ Alternate Phone: () _____

Email Address: _____ Date Available: _____ Desired Salary: \$ _____

Position Applied for: _____

Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever been a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, when?	_____	
Are you now a City of Warrenton employee?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Dept.	_____	
Do you have relatives employed by the City of Warrenton?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, indicate name, relationship, dept.	_____	
Do you possess a valid driver's license Class:	YES <input type="checkbox"/>	NO <input type="checkbox"/>	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: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

High School Equivalency? YES ☐ NO ☐ School: _____

College: _____ Address: _____

Did you graduate? YES ☐ NO ☐ Degree: _____

Other: _____ Address: _____

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