



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through **INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT**

POSITION: Building Official
Community Development

Duties include but are not limited to:

Supervises and performs advanced specialty inspections of building and structures of all types in the process of construction, alteration, or repair for compliance with all applicable codes, approves plans and specifications, safe construction practices, and other regulations and ordinance; approves plans and specifications, safe construction practices, and other regulations and ordinances related to the safety, health, and welfare of the public. Leads team of inspectors by training and assigning work. Job Description attached.

SALARY RANGE:

Grade 22: \$4,877 - \$5,995 per month. Salary based on 2005/2006 wage scale. Excellent City benefit package when eligible.

MINIMUM QUALIFICATIONS:

Graduation from an accredited four-year college or university with a degree in architecture, engineering or a closely related field, six (6) years experience in a building regulatory agency in the inspection field and six (6) years management experience; or any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience which demonstrates the ability to perform the above described duties.

Must be certified by the State of Oregon as a Building Official at the time of appointment.

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

All selected finalists for City employment are subject to testing for drugs and a DMV/criminal background check.

HOW TO APPLY:

Request application packet from:
Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must all be received by the above Employment Office no later than 5:00 PM, Friday, June 30, 2006. Faxes are acceptable if received by the deadline and are complete.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Normally, only those applicants who are selected to be interviewed will be notified. If you have not been contacted by the City of Redmond within 15 working days following the closing date of the position, it is likely you have not been selected for an interview.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Building Official
DEPARTMENT: Community Development
FLSA STATUS: Exempt
SALARY GRADE: Grade 22
EMPLOYEE GROUP: Management / Non-Represented

PURPOSE OF POSITION:

Supervises and performs advanced specialty inspections of building and structures of all types in the process of construction, alteration, or repair for compliance with all applicable codes, approves plans and specifications, safe construction practices, and other regulations and ordinance; approves plans and specifications, safe construction practices, and other regulations and ordinances related to the safety, health, and welfare of the public. Leads team of inspectors by training and assigning work.

ESSENTIAL JOB FUNCTIONS:

Plans, manages, directs and organizes Building Division activities including plans examination and inspection.

Develops and recommends goals and objectives, policies and procedures.

Directs, oversees and develops division work plan; assigns work activities, projects and programs; monitors workflow; implements policies and procedures; reviews and evaluates work products, methods and procedures.

Reviews complex code applications for requested code modifications and alternate materials and methods.

Responds to citizen and customer inquiries and complaints regarding all facets of Division activities.

Provides final signature of approval for Certificates of Occupancy.

Performs site reviews to monitor code conformance.

Participates as a member of the management team for the Community Development Department.

Prepares the division budget; assists in budget implementation; participates in the forecast of funds needed for staffing, equipment, materials and supplies; administers the approved budget.

Participates in recommending the appointment of personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline procedures; recommends employee terminations.

Performs related duties as required.

JOB QUALIFICATION REQUIREMENTS

Mandatory Requirements:

Graduation from an accredited four-year college or university with a degree in architecture, engineering or a closely related field, six (6) years experience in a building regulatory agency in the inspection field and six (6) years management experience; or any equivalent combination of education and experience, with additional education substituting on a year for year basis for the required experience which demonstrates the ability to perform the above described duties.

Must be certified by the State of Oregon as a Building Official at the time of appointment.

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

Necessary Knowledge, Skills and Abilities:

Knowledge of principles, practices and procedures of commercial and residential plans examination; electrical, plumbing, structural and mechanical building inspection; knowledge of budgeting procedures and techniques; knowledge of principles and practices of supervision, training and human resources management; knowledge of computer software applications related to the field included permit tracking software; knowledge of codes, laws and rules applicable to building regulation; knowledge of engineering design principles; knowledge of modern office procedures and practices.

Ability to organize, implement and direct a comprehensive building program; ability to prepare and administer a budget; ability to utilize a personal computer; ability to supervise, train and evaluate assigned staff; ability to communicate effectively orally and in writing; ability to establish and maintain cooperative working relationships with those contacted in the course of work.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Community Development Director.

SUPERVISORY RESPONSIBILITIES:

Provides complete supervision to assigned employees including oversight and final authority for assigning and reviewing work and evaluating performance to comply with policies and procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Requires frequent use of personal computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, calculator, telephone, copy machine, fax machine, postage machine.

WORK ENVIRONMENT:

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.

Work is performed indoors and outdoors where some safety considerations exist from moving equipment and unstable surfaces.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Department Director

Date

Human Resources Director

Adopted: July 1, 2006
Revised: