



***The Community Development  
Department***

**Invites you to apply for the challenging position of**

***Building Inspector III***





## *Building Inspector III*

*Inspector III - \$4,758 - \$6,072 per Month DOQ*

*Consider this Opportunity*

### *Introduction*

The City of McMinnville, Oregon is seeking applicants to fill the multifaceted position of Building Inspector III.

This position performs inspections of residential and commercial building construction for compliance with state and national building codes and City ordinances related to building. The Building Inspector III responds to public inquiries regarding the City's permit process and requirements. Depending on certifications held by incumbent, emphasis may be in mechanical, structural, plans review, or other specialty areas.

### *Responsibilities of the Building Inspector*

The Building Inspector reports to and works under the general supervision of the Building Official. Supervision is not a typical function assigned to this position; however, the Building Inspector may provide training and orientation to newly assigned personnel regarding Building Division policies and practices.

The Building Inspector will:

Inspect material and workmanship of new and remodeled residential and commercial structures for conformance to approved plan, Oregon Structural Specialty Code, and City ordinances. This individual will resolve code problems as necessary.

Review plans for code and ordinance compliance, and recommend appropriate changes based on interpretation of codes and ordinances.

Investigate and inspect alleged violations of codes and ordinances; serve stop work orders; and, investigate and report illegal construction activities.

Respond to inquiries from builders, architects, developers, and the general public regarding permit and building processes, interpretation of codes and ordinances, etc., and assist in taking applications and collecting fees.

Attend pre-application meetings; perform site evaluations of existing structures for occupancy classification, code requirements, and information required for redevelopment; and, recommend changes to expedite review and related construction processes.

Prepare reports regarding inspection activities and maintain related records and files. Inspect material and workmanship of new and remodeled residential and

commercial structures for conformance to approved plans, Oregon Structural Specialty Code, and City ordinances and resolve code problems as necessary.

Follow all safety rules and procedures established for work areas.

## *McMinnville—The City and the Community*



The City of McMinnville and the community have many advantages to offer the Building Inspector III including a supportive Mayor, City Council, City Manager, staff, and community. McMinnville is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. McMinnville's historic Third Street was recently honored by the American Planning Association as one of its prestigious Great Streets in America. This recognition celebrates places of exemplary character, quality, and planning. The historic downtown was also recently recognized by Parade Magazine as the best downtown west of the Mississippi River.

McMinnville has a Council-Manager form of city government. It is a full service city, providing a broad range of public services, and has a statewide reputation for stability and effective governance.

It is the City's mission to maintain a safe, livable environment within the

community through open governance and the efficient delivery of public services. A recent citizen survey rated the City's livability at 8.1 out of 10, with 74 percent of respondents rating livability at 8 or higher. The small-town atmosphere, the historic downtown area, and community spirit were most highly valued by those responding to the survey.

## *Qualifications*

### **Knowledge of:**

- Thorough knowledge of current commercial, industrial, and residential construction techniques, materials, and practices which are used by the building construction industry;
- Thorough knowledge of construction inspection methods;
- Thorough knowledge of the Oregon Structural Specialty Code, other applicable State codes, and related regulations sufficient to interpret and apply same.
- General computer literacy.

### **Skills:**

- Establishing and maintaining effective working relationships with individuals who have diverse backgrounds.

### **Abilities:**

- Communicate effectively with the public, members of outside agencies, and employees.

## *TO QUALIFY FOR BUILDING INSPECTOR III*

To qualify for this exciting position, the candidate must have equivalent to a high school education plus broad specialized training equal to two years college in Building Technology, and four years building inspection experience; or any satisfactory combination of related experience and training which

demonstrates the knowledge, skills, and abilities to perform the above duties.

Special certifications necessary for this position include at least three A-level certifications plus Oregon One and Two Family Plan Review, Mechanical and Structural certifications, and Manufactured Home Installation Certifications.

Additionally, possession of Fire and Life Safety, A-level Plumbing, or additional related certifications, such as Manufactured Dwelling Park Plans/Construction, Recreation Park, and Organizational Camp Plans/Construction are desirable.

### *To Apply for the Position of Building Inspector III*

Those interested in applying for the position should submit the City of McMinnville's employment application, a cover letter, and a current resume that highlights relevant experience and education related to the position.

Application materials (cover letter, resume, and City employment application) must be received no later than **Friday, July 1, 2016 at 5:00 p.m.** Application materials should be submitted to Ms. Rose Lorenzen, City of McMinnville, 230 NE Second Street, McMinnville, Oregon, 97128. Completed PDF Job Applications will be accepted via e-mail when submitted to: [hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov)

**Please Note:** The applicant accepts all responsibility to confirm that an electronic application has been received via e-mail. Inquiry/Confirmation e-mails may be sent to [hr@mcminnvilleoregon.gov](mailto:hr@mcminnvilleoregon.gov) Ms. Lorenzen is also available to answer any questions from those who need additional information regarding this position or the recruitment and selection process. Please contact her at (503) 434-7405 or by e-mail at [Rose.Lorenzen@mcminnvilleoregon.gov](mailto:Rose.Lorenzen@mcminnvilleoregon.gov)

### **Tentative Selection process:**

Applications and resumes will be evaluated during the week of July 4, 2016. Interviews are planned for July 14, 2016. Reference inquiries and a background check should be concluded by July 18, 2016. The tentative start date is August 1, 2016.



*The City of McMinnville is an equal opportunity employer. Applicants with disabilities who need reasonable accommodation (e.g., assistive listening devices) to participate in the recruitment and/or selection process should contact Rose Lorenzen, the ADA Coordinator (see phone number and email address listed above). Please note that this announcement is intended as a general description of the position and hiring process for the Building Inspector III. This is not an implied contract and may be modified without notice.*

