



OREGON CITY

OREGON

BUILDING OFFICIAL

\$105,000 - \$131,136 DOQ

Plus Excellent Benefits

Apply by

May 3, 2026

Open Until Filled. Applications Reviewed as Submitted.

PROTHMAN



WHY APPLY?



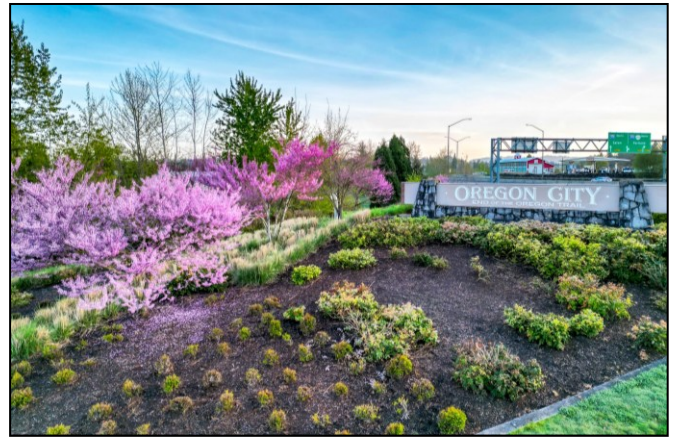
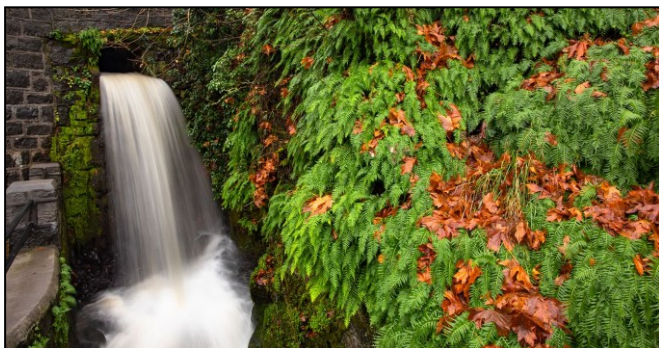
The City of Oregon City offers an outstanding opportunity for an experienced Building Official to lead a high-performing division in a dynamic and evolving development environment.

With more than 2,000 permits issued annually and continued residential growth, this role provides the opportunity to guide code administration, modernize service delivery systems, and ensure safe, compliant development in one of Oregon’s most historic communities. The City values professionalism, collaboration, and customer service while maintaining strong regulatory integrity.

THE COMMUNITY

Nestled atop the bluffs overlooking the iconic Willamette Falls, Oregon City is rich in history, natural beauty, and modern amenities. Situated at the confluence of the Willamette and Clackamas Rivers, Oregon City offers a unique blend of small-town charm and easy access to the amenities of the Portland metropolitan area. Just 13 miles south of downtown Portland and less than 25 minutes from the Portland International Airport, Oregon City is ideally positioned for residents and businesses seeking a high quality of life with convenient regional connections.

Known as “The City at the End of the Oregon Trail,” Oregon City is deeply rooted in history, being the first incorporated city west of the Rocky Mountains and serving as the original capital of the Oregon Territory. Today, Oregon City remains a vital regional hub as the County seat of Clackamas County and is designated as a Regional Center, with a population of approximately 38,469 residents across 10.27 square miles.



Oregon City offers an expansive range of recreational opportunities due to its proximity to rivers, excellent golf courses, Mt. Hood, and the Oregon Coast. Outdoor enthusiasts enjoy boating, water and snow skiing, swimming, golfing, and fishing, making Oregon City a haven for year-round activities. The city’s extensive parks, trails, and riverfront areas provide additional options for hiking, cycling, and picnicking.

The city is also home to several iconic landmarks, including the awe-inspiring Willamette Falls, the municipal elevator (one of only four municipal elevators in the world), and the End of the Oregon Trail Interpretive Center. Numerous historic sites add to Oregon City’s charm, most notably the home of John McLoughlin, known as the “Father of Oregon.” These landmarks, along with a well-preserved historic downtown, attract visitors from across the region and celebrate the city’s deep historical roots.

Oregon City is well-connected by major transportation routes, including Interstate 205 and State Highways 99E and 213, providing convenient links to neighboring communities such as Portland, Salem, Canby, and other parts of Southwest Clackamas County. The city’s prime location has fostered steady economic growth and a vibrant community atmosphere while preserving its historical character.

In addition to its rich heritage and recreational opportunities, Oregon City is known for its livability, offering residents a growing economy, and access to excellent schools. With its historic downtown, riverfront parks, and scenic trails, Oregon City continues to attract families, professionals, and outdoor enthusiasts seeking a balanced lifestyle that blends history, nature, and modern convenience.



THE CITY

Oregon City operates under the provisions of its own charter and applicable state law with a Council-Manager form of government. The elected officials consist of the Mayor and four Commissioners who serve staggered four-year terms. All positions have term limits, and no person shall hold office for more than two terms of four years in any ten-year period. The City Manager is appointed by the City Commission to oversee the delivery of public services and is responsible for all administration and management. Operating on a 2025-2027 Biennial Budget of \$318.1 Million with 221.23 FTEs, the City provides a full range of municipal services to the community which includes police protection, traffic control and improvements, street maintenance and improvements, water distribution, wastewater collection and stormwater services, planning, zoning and building regulation and inspection, community library service, municipal court and parks and recreation.



THE DEPARTMENT

The Building Division operates under the umbrella of the Community Development Department and works closely with the Planning Division to support safe, orderly, and code-compliant development throughout the city. The Division is responsible for administering building permits, reviewing construction plans, and inspecting development activity to ensure compliance with adopted building codes and approved standards.

The Division’s work is organized across three core functional areas. Permit coordination staff serves as the primary point of contact for applicants, providing customer service, processing permit applications, maintaining official records, and issuing invoices for required fees.



Building plan review is conducted by a team of plans examiners who evaluate submitted construction documents for compliance with International Code Council building codes. This work includes coordination with internal partners such as planning and engineering development services, as well as external agencies, including county and fire district reviewers. One examiner is currently dedicated to advancing the city’s transition to electronic permitting and digital plan review systems.

Building inspectors conduct timely, in-field inspections throughout the construction process to verify compliance with approved plans and applicable codes, providing essential protection for public safety. The Division is led by the Building Official, who oversees operations, assigns work, manages contracts, and guides special projects. The Division includes nine direct staff positions and operates with an annual budget of approximately \$7.5 million.

THE POSITION

The Building Official (BO) is the City's senior authority responsible for administering and enforcing building codes, inspection services, plan review, and the permitting process. Reporting to the Community Development Director, this position provides both technical oversight and strategic leadership for the Building Division, ensuring development activity complies with adopted state codes, municipal regulations, and City processes while advancing a culture of professionalism, accountability, and customer service.

The BO directs and integrates plan checking, permitting, field inspection, and enforcement functions to support safe, efficient development. The role oversees complex and high-risk projects, including institutional and industrial structures, and ensures consistent application of structural, electrical, plumbing, and mechanical codes. Equally important, the position sets the tone for performance expectations, operational standards, and service delivery across the division.

With full supervisory authority, the BO manages inspectors, plan examiners, permit technicians, and administrative staff, including hiring, training, mentoring, and performance management. The position establishes work programs, assigns priorities, monitors workflow, and coordinates consultant services to maintain technical rigor and service reliability. As a leader of people, the BO fosters team development, strengthens internal capabilities, and promotes collaboration within the division and across departments.

As the City's principal technical resource on building codes, the BO interprets code provisions, evaluates alternative materials and methods, and implements newly adopted code programs. The role maintains written policies and procedures, provides code education to staff and the development community, resolves complex code issues and citizen concerns, and collaborates with planning, engineering, and external partners. This position also serves as a visible representative of the City, communicating clearly with elected officials, stakeholders, contractors, and the public to ensure transparency, consistency, and trust in the City's development review process.

To view a full job description, please view the attachment found [here](#) or visit www.prothman.com.



OPPORTUNITIES & PRIORITIES

1. The BO will lead a strong building division comprised of a nine-person team in a dynamic development environment. In 2025, the division issued over 2,000 permits, completed 288 new housing units, and reviewed 20,833 square feet of new commercial construction. Maintaining accuracy, timeliness, and regulatory compliance amid this sustained workload will remain a central responsibility of the new BO. The new BO will sustain this momentum, overseeing in-house plan checks and inspections while ensuring consistent service delivery in a high-volume environment.
2. Oregon City's development activity requires close coordination with internal and external partners to address site constraints, infrastructure capacity, and evolving code requirements. The BO will coordinate with community partners, including Clackamas County, Fire District #1, and The Confederated Tribes of the Grand Ronde. This collaboration is essential to ensure clear communication and a shared understanding of construction permitting expectations and to align development outcomes with community standards and regulations.
3. As the Oregon Legislature adapts its state policies to better address missing middle housing needs, the BO must remain vigilant and implement evolving construction standards throughout the year. Successfully navigating these changes and applying new standards within Oregon City's real-world context is a continual challenge.
4. The BO works closely with the Community Development Director and plays a key role in shaping a positive workplace culture. Although the division operates from a standalone facility, the role requires strong collaboration and consistent communication with other City departments and partner agencies. The division values professionalism, camaraderie, compassion, and acceptance for both team members and the public. Regular opportunities for recognition and group gatherings help foster understanding and appreciation of coworkers' needs and achievements.

THE IDEAL CANDIDATE

Education and Experience:

- A minimum of two (2) years of post-high school education, preferably with an emphasis on Building Technologies, Architecture, or Engineering.
- Five (5) years of progressively responsible experience in building inspection and/or plan review, including working with the public, scheduling work, and problem solving.
- Two (2) years of full-range supervisory experience.
- Oregon Inspectors and Building Official Certification issued by the State of Oregon.

Any satisfactory equivalent combination of experience, education, and training that ensures the ability to perform the work may substitute for the above requirements.

Required Licensing and Certification by either the State of Oregon or the International Code Council in the following disciplines:

- Building Plans Examiner (Oregon A-Level Plans Examiner)
- Commercial Building Inspector (Oregon A-Level Structural Inspector)
- Commercial Mechanical Inspector (Oregon A-Level Mechanical Inspector)
- Fire Plans Examiner (Oregon Fire & Life Safety Plans Examiner)
- Residential Building Inspector (Oregon 1 & 2 Family Dwelling Inspector & 1 & 2 Family Dwelling Plans Examiner)
- Residential Mechanical Inspector (Oregon 1 & 2 Family Dwelling Mechanical Inspector)



Necessary Knowledge, Skills and Abilities:

- Knowledge of sovereign tribal relations and the ability to navigate government-to-government interactions with professionalism and respect.
- Experience managing permit volumes in excess of 2,000 permits annually while maintaining accuracy, timeliness, and regulatory compliance.
- The ability to provide leadership that inspires, develops, and strengthens the skills and performance of team members.
- The skill to communicate in clear, concise, and effective language, adapting style and approach to match the audience.
- Demonstrated mentoring skills, recognizing that teaching and developing others is more effective than simply telling someone how to do a task.
- A solution-oriented approach to working through issues, identifying practical resolutions, and maintaining progress.
- The ability to work in a team-oriented environment that values collaboration and shared accountability.
- Experience as an effective manager working with organized labor employees and union-represented staff.
- A record of high-performance leadership, taking pride in the accomplishments and success of the group.
- The ability to work comfortably in the field to solve problems or fill gaps that may arise within smaller teams.
- Flexibility to support alternative or flex time schedules when operational situations allow.
- The ability to speak effectively and confidently to the public and peers about technical issues and to clearly explain city policies.

COMPENSATION & BENEFITS

- **\$105,000 - \$131,136 DOQ**
- Oregon Public Service Retirement Plan (OPSRP)
- Medical, Vision, and Prescription Insurance
- Dental Insurance
- Life Insurance
- Long Term Disability
- 15 Days of Sick Leave per Year
- Vacation
- Holidays
- HRA-VEBA
- Employer Deferred Compensation (3.0%)
- Merit Pay (up to 3% of annual wages)
- Section 125 Medical and Dependent Care Flexible Spending Account
- Employee Assistance Program
- Education Reimbursement
- 1 Day Work-From-Home per Week (Mondays or Fridays)



To learn more about the City of Oregon City and the local community, please visit:

www.orcity.org

www.oregoncity.org

Oregon City is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **May 3, 2026**. Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "Open Recruitments", select "**City of Oregon City, OR – Building Official**", and click "**Apply Online**", or click [here](#). Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



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