



JOB DESCRIPTION

Title	Building Official		
Department	Community Development	Created	March 2006
Job Class	M7	Revised	April 2026
Labor Union	Unrepresented	FLSA	Exempt
Driving Required	Yes	Safety Sensitive	Yes

Purpose

The purpose of this position is to provide overall leadership and administration of the Building Codes Division under the general supervision of the Community Development Director, ensuring the consistent application and enforcement of state and county building regulations to protect public health, safety, and welfare and to support compliant development within the community.

Essential Functions

A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet the job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

- Serve as the Building Official for Clatsop County with the responsibility for administration, written and oral interpretation, and enforcement of the state building code within Clatsop County.
- Supervise, plan, and coordinate inspection and administrative support staff activities, including plan reviews, the sale of a range of permits to construction contractors and the general public, inspections, and building codes enforcement to achieve compliance with applicable codes required for new construction, and the alteration and repair of existing structures.
- Review work of inspection and administrative support staff. Evaluate performance and effectively recommend or initiate hiring and termination actions.
- Coordinate and implement the Building Codes Division programs within Community Development and with other County departments, other agencies, the development community, and the general public.
- Respond to inquiries and complaints regarding the application and interpretation of building codes. Investigate complaints and recommend corrective action as necessary to resolve complaints.
- Conduct inspections on new and remodeled building construction and repairs for conformance to Clatsop County structural, mechanical, plumbing, electrical, and specialty codes. Check plans submitted with building permit applications for compliance with Clatsop County Building Code.
- Consult with homeowners, landowners, builders, architects, and engineers regarding building process.



JOB DESCRIPTION

- Supervise inspections of short-term vacation rentals in accordance with Clatsop County Building Code and ordinance.

Additional Functions

- Ensure maintenance of appropriate building inspection records.
- Prepare a variety of correspondence to other agencies and the public.
- Prepare special reports and periodic reports as requested by the Community Development Director.
- Participate in budget preparation and administration. Prepare revenue and cost estimates for budget recommendations. Submit justifications for requests, monitor revenues, and monitor and control expenditures.
- May act for the Community Development Director in their absence.
- Follow all safety rules and procedures established for work areas.
- Maintain work areas in clean orderly manner.
- Other job-related duties as assigned.

Required Qualifications

- Bachelor's degree in building technology or a related field. **And**
 - Four (4) years of progressively responsible work experience, building inspection, code administration or enforcement, or construction which includes two years as a senior building inspector with supervisory or management responsibilities, **or**
- Associate's degree in industrial technology or building inspector technology or related field. **And**
 - Six (6) years of progressively responsible work experience, building inspection, code administration or enforcement, or construction which includes two years as a senior building inspector with supervisory or management responsibilities, **or**
- Ten (10) years field experience in construction, which includes at least two (2) years of progressively responsible work experience as a construction superintendent or foreperson with supervisory responsibility. **OR**
- Any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities may be acceptable.
- Must possess the State of Oregon Inspector Certification (OIC).
- Must possess the following certifications:
 - Oregon Residential:
 - Structural Inspector (CAS)
 - Plans Examiner (CAX)
- Must qualify to obtain State of Oregon Building Official certification within six (6) months of hire.
- Must possess and maintain driving privileges in the state of Oregon.



JOB DESCRIPTION

Desired Qualifications

- Desirable certifications include any of:
 - Oregon A-Level:
 - Structural Inspector (SIA)
 - Structural Plans Examiner (PEA)
 - Mechanical Inspector (MIA)
 - Plumbing Inspector (PI)
 - Fire and Life Safety Plans Examiner (PEF)
 - Specialized Plumbing Inspector (SPI)
 - Medical Gas Inspector (MGI)

Knowledge, Skills and Abilities

Knowledge:

- State and locally adopted building, fire, mechanical, plumbing, electrical, energy, accessibility, and specialty codes, including their legal basis and intent.
- Principles and practices of building construction, structural systems, and inspection methodologies.
- Regulatory administration, permitting processes, and code enforcement within a public-sector environment.
- Applicable state laws, County ordinances, and administrative rules governing building safety and development.
- Supervisory and personnel management principles, including performance evaluation and staff development.
- Public administration practices related to budgeting, records management, and compliance documentation.

Skills:

- Interpret and apply complex and interrelated code provisions to varied construction scenarios.
- Lead, supervise, and mentor professional and technical staff.
- Communicate technical and regulatory information effectively and respectfully, both verbally and in writing, to staff, contractors, and other stakeholders.
- Review plans, reports, and compliance documentation for accuracy, completeness, and code conformance.
- Resolve conflicts, appeals, and complaints using sound judgment, diplomacy, and customer-focused problem solving.
- Organize work priorities, workflows, and resources to meet service demands and statutory deadlines.

Ability to:

- Provide effective leadership and oversight of a building codes program to ensure public safety and legal compliance.



JOB DESCRIPTION

- Make sound, defensible decisions in the interpretation and enforcement of building regulations.
- Apply supervisory authority fairly and consistently in accordance with County policies and labor agreements.
- Analyze complex technical, regulatory, and operational issues and develop practical solutions.
- Establish and maintain effective, professional working relationships with staff, contractors, and other stakeholders.
- Adapt to changing laws, codes, and organizational priorities while maintaining program continuity.

Physical Demands

Work is performed both in the office and in the field. Physical demands for the position while in the office are minimal. Field inspection work requires walking through, climbing over, and crawling under structures, occasional lifting and exertion for short periods, sometimes walking or standing for long periods, and daily travel by motor vehicles to make inspections throughout Clatsop County. This position requires the ability to operate a vehicle.

Clatsop County is committed to providing reasonable accommodations as required by the Americans with Disabilities Act (ADA). Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions and/or physical demands.

Working Conditions

A majority of the work occurs in the outdoors with exposure to all weather conditions, terrains, and potentially hazardous job sites.

Supervision Received and Exercised

Works under the general supervision of the Community Development Director. Responsible for supervising five (5) and seldom more than eight (8) persons.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.

Clatsop County Human Resources, 800 Exchange, Suite 330, Astoria OR 97103. 503-325-1000 Ext 1352