



Tillamook County Assistant Building Official

SALARY	\$85,128.00 - \$116,496.00 Annually	LOCATION	201 Laurel Avenue, Tillamook, OR
JOB TYPE	Full-Time Regular	JOB NUMBER	2627-00005
DEPARTMENT	Community Development	OPENING DATE	07/29/2026

Position Summary

Department: Community Development

Union Affiliation: None

Work Schedule: Monday - Thursday

Total Hours Per Week: 40

Tillamook County follows Oregon Pay Equity laws in reviewing education, experience and seniority for wage offers.



The Assistant Building Official supports the Building Official in administering and enforcing local, state, and federal building codes and regulations to ensure the safety and integrity of structures within the jurisdiction. This position assists in managing daily operations of the building division, oversees inspections, plan reviews, and permitting processes, and may act as the Building Official in their absence. The Assistant Building Official works closely with contractors, architects, engineers, and the public to provide guidance on code compliance, and supports the development and implementation of policies, procedures, and programs that promote safe, sustainable, and code-compliant development.

Assists the Building Official with plan reviews for compliance with applicable mechanical, structural, plumbing, electrical, and specialty codes required of new construction, and alteration/repairs of existing structures.

Work includes planning, organizing, and achieving the goals and objectives of the building office and coordinating them with the overall purpose of the department of planning and development.

Work closely with the Planning, Sanitation, and Short-Term Rentals Division to ensure development is in compliance with the county's development codes and ordinances. The role includes considerable contact with private citizens, building contractors, and officials of state and local government agencies to ensure compliance with the Oregon Uniform Building Code and related regulations.

Qualifications

Knowledge, Skills, and Abilities

The individual in this role is expected to possess and exhibit the following knowledge, skills, and abilities.

Knowledge:

- Advanced knowledge of plan review, inspection, and code enforcement procedures.
- Knowledge of residential, industrial, and commercial building construction methods, practices, and techniques.
- Knowledge of inspection practices and procedures.
- Knowledge of structural engineering and design to determine conformance with the appropriate codes.
- Knowledge of permitting process in relation to building, plumbing, mechanical, energy, and fire codes.
- Knowledge of Oregon Specialty Codes, and City and County ordinances that govern building, plumbing and mechanical inspection.

Skills:

- Skill in conducting structural, mechanical, plumbing, and electrical inspections.
- Skill in communicating orally and in writing.
- Skill in time management.
- Skill in interacting with the public and others in a courteous and tactful manner.

Abilities:

- Ability to supervise and direct others to attain high-quality work in an efficient manner.
- Ability to develop work unit plans, budgets, and schedules.
- Ability to explain code requirements to the general public, employees, boards/commissions, and professionals engaged in the construction industry.
- Ability to read and understand laws, ordinances, blueprints, and construction plans.
- Ability to read and interpret engineering and architectural plans, blueprints, and specifications.
- Ability to inspect materials, construction and installation of structures, plumbing installations, and mechanical systems.
- Ability to document findings and requirements and communicate the same to contractors and property owners.
- Ability to communicate effectively with other employees, builders, architects, engineers, public agencies, contractors, vendors, and the public.
- Ability to make decisions in accordance with established rules, regulations, and policies.
- Ability to establish and maintain effective working relationships with superiors, subordinates, other county employees, representatives of State agencies, building contractors, and the public.

Required Qualifications (Minimum qualifications for this role)

Education

- Associate's degree in trade school, engineering, architecture or other related course work.
- Equivalent experience may be substituted for educational requirement. Amount of additional experience acceptable: Satisfactory equivalent combination of experience and training which demonstrates the ability to perform the essential function of the position.

Experience

- Five (5) years of progressively responsible work experience in building inspection, code administration or enforcement, or construction, which includes two years as a senior level Building Inspector/Plans Examiner with supervisory experience.

Certifications or Licenses

- Possession of ICC Building Official certification or successful completion of ICC legal/management module before hire and/or completes a Building Official Orientation class administered by The State of Oregon within twelve months of hire; OR Possesses a valid Oregon Building Official Certification and completes a Building Official Orientation class administered by The State of Oregon within twelve months of hire; OR Completes The State of Oregon administered Building Official Certification class within twelve months of hire.
- Oregon Inspector Certification (OIC) will be a requirement of the position within the first six months of hire. (NOTE to out-of-state applicants: The State of Oregon provides classes to obtain this certification).
- Hold and maintain the following ICC Certifications (equivalent Oregon certifications will also be recognized): Building Inspector, Building Plans Examiner, Residential Building Inspector, Residential Mechanical Inspector, A-Level Plans Examiner and A-Level Inspector.

Preferred Qualifications

- Oregon Specialized Electrical Inspector (SEI) and/or Oregon Specialized Plumbing Inspector (SPI). Oregon A-level Electrical or Plumbing certification.
- Oregon one- and two-Family Dwelling Electrical Inspector.
- ICC or industry-specific electrical or plumbing certifications without state experience also desirable.
- Oregon A-level Electrical or Plumbing certification.
- Passed the exam as a General Journeyman and Oregon supervisors, commercial, and EI electrical inspectors' exam.
- Supervising Electrician Oregon License.
- Possess an Oregon Electrical Inspector (EI) Certification.
- Possess an A-level Certification in electrical inspection.

Other Qualifications

- A-Level Fire and Life Safety Inspector Certification.
- FEMA Certified Floodplain Manager.
- At the time of appointment, must possess a valid Oregon driver's license, and maintain an acceptable driving record.

Essential Duties

Duties assigned to this classification include, but are not limited to, the following examples.

- Assists the Building Official in the performance of building inspections and administrative support.
- Plans, organizes, prioritizes, assigns, and reviews the work of staff involved in building construction inspection and codes enforcement. Establishes work goals and project plans.
- Directly supervises permit technician staff. Review work of staff; evaluate performance; effectively recommend promotions, transfers, new hires, or terminations.
- Reviews blueprints, plans, and sketches submitted with permit applications; determines code conformance and reviews cost estimates; lists and explains discrepancies and deficiencies of plans to contractors and the public; approves plans after corrections and issues building permits.
- Schedule and conduct on-site inspections on new and remodeled residential and commercial building construction and repairs for conformance to County structural and applicable codes; verifies construction is according to approved plans; checks site locations for proper setbacks; inspect, as certified, plumbing, heating, cooling, structural and mechanical systems for compliance with building code regulations and safety requirements.
- Conducts final inspection of completed work; gives official approval to acceptable structures and installations and reject unacceptable work.
- Respond to inquiries and complaints regarding the application and interpretation of building codes; provide information and advice to contractors, builders, and the general public; investigate complaints and recommend corrective action as necessary to resolve complaints.

- Maintain appropriate building inspection records and compile reports of plan review activities; prepare a variety of correspondence to other agencies and the public; prepare special reports and periodic reports as requested by the Building Official.
- Participate in budget preparation and administration; prepare revenue and cost estimates for budget recommendations; submit justifications for requests; monitor revenues; monitor and control expenditures.
- Follow all safety rules and procedures established for work areas. Maintain work areas in clean, orderly manner.
- Provide expert testimony in court regarding State Building Code when needed.

Performs additional duties as assigned.

Supplemental Information

Supervisory Responsibilities

- This role encompasses supervisory responsibility, including the following tasks:

Span of Supervision

- Directly manage team members, including training, assigning, and directing work, evaluating performance, disciplining as necessary, and addressing employee concerns and grievances.
- Provide team members with regular feedback on performance, including frequent informal feedback, annual performance reviews, assisting with professional development, and making recommendations for employee separations, promotions, or special assignments.

Supervisory Controls

- Works under general supervision with recurring tasks performed independently. The supervisor provides professional advice on non-routine matters, and periodic reviews are conducted to ensure adherence to expected results.

Working Conditions

Mental effort

- Usually, normal concentration and deadlines with occasional periods of sustained deadline pressure.

Physical effort

- Moderate: The work requires some physical exertion, such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items, such as tables, equipment, and medium-sized parts. The work may require specific but common, physical characteristics and abilities, such as above-average agility and dexterity.

Travel Requirements

- A considerable amount of driving in a county vehicle is required.

Selection Process

- If you are selected as a candidate for an interview, we will contact you via email to arrange a date and time. We want to ensure that we hire the best possible staff for our county team because we believe that the right people are our most valuable asset!

Employer

Tillamook County

Address

201 Laurel Avenue

Tillamook, Oregon, 97141

Website<https://www.tillamookcounty.gov/>**Assistant Building Official Supplemental Questionnaire*****QUESTION 1**

Are you a certified Building Official in your current State and in good standing?

- ☐ Yes
- ☐ No

***QUESTION 2**

The requirements for the Assistant Building Official are located under the Qualifications section of this job posting. Please indicate any or all requirements below that you currently have or the ability to have prior to employment:

- ☐ Possession of ICC Building Official certification or successful completion of ICC legal/management module.
- ☐ Building Official Orientation class administered by The State of Oregon.
- ☐ Completed Building Official Certification class administered by the State of Oregon.
- ☐ Oregon Inspector Certification (OIC) (which will be a requirement of the position within the first six months of hire).
- ☐ ICC Certifications (equivalent Oregon certifications will also be recognized): Building Inspector, Building Plans Examiner, Residential Building Inspector, Residential Mechanical Inspector, A-Level Plans Examiner and A-Level Inspector.
- ☐ Valid Oregon driver's license and an acceptable driving record.

***QUESTION 3**

These are preferred qualifications for the Assistant Building Official position; please select those that apply to you.

- ☐ Oregon Specialized Plumbing Inspector (SPI).
- ☐ Oregon Specialized Electrical Inspector (SEI).
- ☐ Oregon A-level Electrical or Plumbing certification.
- ☐ Oregon one- and two-Family Dwelling Electrical Inspector.
- ☐ ICC or industry-specific electrical or plumbing certification.
- ☐ A-Level Fire and Life Safety Inspector certification.
- ☐ FEMA Certified Floodplain Manager
- ☐ Oregon A-level Electrical or Plumbing certification
- ☐ Passed exam as General Journeyman and Oregon supervisors, commercial and EI electrical inspector's exam
- ☐ Supervising Electrician Oregon License
- ☐ Possess an Oregon Electrical Inspector (EI) Certification
- ☐ Possess an A-level Certification in electrical inspection
- ☐ None of the above.

QUESTION 4

Please use this space to add any additional skills, licensure or comments relevant to this application.

* Required Question