

JOB OPPORTUNITY

ASSISTANT CODE SERVICES MANAGER Part Time or Full Time



Clair Company, Inc.
525 NW Second Street
Corvallis, OR 97330
800.383.8855

Salary Range: Competitive Wages & Benefits
Depends on Experience & Qualifications and Proposed Schedule

DESCRIPTION: Clair Company, Inc. is looking for an exceptional person to fill the role of Assistant Code Services Manager. The position is flexible to either part-time or full-time out of either our Corvallis or Portland offices. The primary responsibilities include assistance in leading and managing our Plan Review, Inspection, and Building Code Consulting staff, performing complex plan reviews, inspections and consulting services on behalf of our wide range of clients. Come join us at Clair, where a supportive and collaborative team environment promotes professional growth and a rewarding career.

THE BENEFITS: The salary range for this position depends on experience and qualifications and is extremely competitive. Clair provides benefits for full-time positions, including health insurance coverage, health care and dependant care spending accounts (Section 125), SIMPLE IRA employer match, holiday & personal leave pay, and continued education.

EXAMPLES OF DUTIES: Duties may include, but are not limited to the following:

- Administer, interpret and enforce the provisions of the State of Oregon Building Codes.
- Assure compliance with Oregon Revised Statutes and Oregon Administrative Rules.
- Address technical issues.
- Respond to and resolve complex building code matters.
- Manage compliance issues, clarify requirements and restrictions for clients.
- Provide technical and administrative support to the clients we support (City Managers, City Councils, County Commissioners, Owners, Owner Representatives, etc.).
- Confer with engineers, architects, developers, general public, and various agencies regarding building inspection and plan review matters.
- Direct, oversee, and participate in workload assignments, review and evaluate work products, methods and procedures. Monitor performance and provide coaching and guidance as needed.
- Maintain applicable project files and records.

REQUIREMENTS: To be considered for the position an applicant must possess:

- Considerable knowledge of the Oregon Specialty Codes and other regulations pertaining to construction and development.
- Thorough knowledge of design, engineering, materials, and methods related to residential and commercial construction.
- Excellent written, oral and interpersonal communication and presentation skills (ability to present a variety of complicated administrative and technical information and data in an effective manner).
- Skills in research and analysis of problems, and identification and communication of alternative solutions.
- Courteous customer services and effectively working with supervisors, co-workers and clients.
- Valid driver's license and maintain acceptable driving record throughout employment.
- Ability to meet minimum site access requirements for specific client sites (background checks).
- Oregon Inspector Certification (OIC) & Third-Party Plan Reviewer & Inspector (SRI) Required.
- State of Oregon Certifications:
 - o (BO) Building Official
 - o (PEF) Fire & Life Safety Plans Examiner
 - o (PAE) A-Level Structural Plans Examiner
 - o (SIA) A-Level Structural Inspector
 - o (MIA) A-Level Mechanical Inspector
 - o (CAS) Residential Structural Inspector
 - o (CAX) Residential Plans Examiner
 - o (CAM) Residential Mechanical Inspector
 - o desired, not required (CAP) Residential Plumbing Inspector
 - o desired, not required (CAE) Residential Electrical Inspector
 - o desired, not required (SPI) Specialized Plumbing Inspector
 - o desired, not required (SEI) Specialized Electrical Inspector

HOW TO APPLY: Send resume and cover letter via email to info@claircompany.com. Inquiries welcome via email.