



THE CITY OF MCMINNVILLE, OREGON INVITES QUALIFIED APPLICANTS TO APPLY FOR THE POSITION OF:

**BUILDING INSPECTOR III  
OR  
BUILDING INSPECTOR II**

**(This recruitment is for one position. To be considered qualified, applicant must meet the minimum requirements of one of the levels of the Building Inspector position.)**



AN OUTSTANDING EMPLOYMENT OPPORTUNITY IN ONE OF THE PACIFIC NORTHWEST'S PREMIER COMMUNITIES



### ***Consider this Opportunity:***

***Building Inspector III Salary: \$4,986—\$6,630/ Monthly  
or***

***Building Inspector II Salary: \$4,518 — \$5,762 / Monthly  
(Salaries effective July 1, 2017)***

### ***The Position of Building Inspector***

The City of McMinnville is seeking a talented and experienced inspector to fill the position of Building Inspector III or Building Inspector II within the Planning and Building Department. The person in this position will perform inspections of residential and commercial building construction for compliance with Uniform Building Code, other applicable State codes, and City ordinances related to building. The Building Inspectors also respond to public inquiries regarding permit processes and requirements.

### ***Become Part of the City's Development Team***

Effective July 1, 2017, the Building Division will become part of the newly restructured Planning and Building Department. The Building Division issues building permits for residential, commercial, and industrial construction; coordinates plan reviews; conducts new construction and remodel building inspections; and performs building code enforcement. Additionally, the Building Division takes the lead regarding pre-application meetings with developers and builders. The Building Division reviews plans, and makes inspections to ensure compliance with building codes.

Located in the City's Community Development Center, McMinnville's Building Division has an excellent reputation within the community, and Division staff strive to respond in a prompt and friendly manner to the community's building needs while ensuring that structures are built or remodeled to comply with the intent of the law. This is a unique opportunity for a talented inspector to join the team developing and expanding the Building Division, and the City's building code program, as the community continues to grow. The Building Division plays a key role in helping shape our growing community, and team members help deliver the full-service building codes program that meets the high standards set by City leaders and community members.

### ***City Government***

McMinnville has a Council/Manager form of city government and provides a broad range of public services including public safety, public works, library, parks and recreation, and planning. The City of McMinnville has a statewide reputation for stable, effective governance, and quality management. City services are delivered by 160 full-time employees, 135 part-time employees, and many volunteers. It is the City's mission to maintain a safe, livable environment within the community; and this is achieved by providing both open governance and efficient delivery of public services.

# ***The Advantages of Working for the City of McMinnville and Living in the McMinnville Community***

The City of McMinnville has a great deal to offer the new Building Inspector, including an organization with highly motivated and dedicated professional staff; a community that values and provides an excellent quality of life for its residents, including recreational, cultural, and educational opportunities; the challenge of working in an organization that is addressing the future through citizen involvement and long-range planning; and a community where citizens participate in City government.



McMinnville is located in the western portion of Oregon's agriculturally rich Willamette Valley on U.S. Highway 99W. David and Jean Vokac, in their recently published book, "The Great Towns of Oregon," rated McMinnville as the No. 2 city in the state for its high livability. They cited McMinnville's scenic beauty, historic tree-lined downtown district, the Evergreen Aviation Museum, excellent parks, and the City's cultural viability as major factors in their decision. They described McMinnville as "genteel sophistication with deep Eastern roots." McMinnville's population is 34,000 with an annual growth rate over the past ten years of approximately 3 percent.

A recent citizen survey rated the City's livability at 8.1, 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.

## ***Building Inspector III Position***

### **Essential Duties and Responsibilities:**

1. Inspects material and workmanship of new and remodeled residential commercial, mechanical and plumbing systems for conformance to approved plans, Oregon Specialty Codes and City ordinances. Resolves code problems as necessary.
2. Reviews plans for code and ordinance compliance. Recommends appropriate changes based on interpretation of codes and ordinances.
3. Investigates and inspects alleged violations of codes and ordinances; serves stop work orders; and, investigates and reports illegal construction activities.
4. Responds to inquiries from builders, architects, developers and general public regarding permit and building processes, interpretation of codes and ordinances, etc. Assists in making applications and collecting fees.
5. Attends pre-application meetings. Performs site evaluations of existing structures for occupancy classification, code requirements and information required for redevelopment. Recommends changes to expedite review and related construction processes.
6. Prepares reports regarding inspection activities and maintains related records and files.
7. Follows all safety rules and procedures established for work areas.



# ***Building Inspector III Position (continued)***

## **Experience & Education**

A typical way of obtaining the knowledge, skills, and abilities necessary to successfully fill the position of Building Inspector III is education equivalent to high school 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.

In addition, the following certifications and license are required: valid State of Oregon driver's license. Oregon Inspector Certification, as well as possession of Oregon Certifications for One and Two Family Inspector, Plans Examiner, Mechanical, and Plumbing Inspector with Specialized Plumbing Inspector Certification, "A" Structural Plans Examiner, and "A" level Mechanical Inspector. Current ICC certifications may be acceptable. ICC Plumbing Certifications for Plumbing will not be accepted.

Desirable experience, training, and certifications: Possession of "A" Level Plumbing Inspector, Fire Inspector 1, and Fire Inspector 2.



## **Compensation**

Effective July 1, 2017, the salary range for the Building Inspector III will be \$4,986—\$6,630 / monthly (\$59,832 - \$76,320 / annually). Within the range determined, an appointment will be made based on qualifications. The City's current benefit package includes:

- Medical, dental, and vision insurance in which the City and employee share in increases to premiums over the base cost established in 1991-92;
- City-paid life insurance;
- City-paid long-term disability insurance;
- Sick leave earned at the rate of 8 hours per month;
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates after 3, 7, 13, and 20 years. Prior municipal service may be considered by the City Manager, who has the authority to grant one-half of the prior years' service credit toward vacation for a particular City position;
- Ten paid holidays and two floating holidays annually;
- City-paid participation in the Public Employees Retirement System;
- Professional membership costs and attendance at job-related conferences as budgeted; and
- Options to participate in the credit union, deferred compensation plan, and other employee-paid insurances.

# ***Building Inspector II Position***

## **Essential Duties and Responsibilities:**

1. Inspects material and workmanship of new and remodeled residential, commercial, mechanical and plumbing systems for conformance to approved plans, Oregon Specialty Codes and City ordinances. Resolves code problems as necessary.
2. Reviews plans for code and ordinance compliance. Recommends appropriate changes based on interpretation of codes and ordinances.
3. Investigates and inspects alleged violations of codes and ordinances; serves stop work orders; and, investigates and reports illegal construction activities.
4. Responds to inquiries from builders, architects, developers and general public regarding permit and building processes, interpretation of codes and ordinances, etc. Assists in making applications and collecting fees.
5. Attends pre-application meetings. Performs site evaluations of existing structures for occupancy classification, code requirements and information required for redevelopment. Recommends changes to expedite review and related construction processes.
6. Prepares reports regarding inspection activities and maintains related records and files.
7. Follows all safety rules and procedures established for work areas.

## **Experience & Education**

A typical way of obtaining the knowledge, skills, and abilities necessary to successfully fill the position of Building Inspector II is education equivalent to high school plus broad specialized training equal to two years college in Building Technology, or three 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.

In addition, the following certifications and license are required: valid State of Oregon driver's license. Possession of at least two A-level certifications plus Oregon Inspector Certification, Oregon Certifications for One and Two Family Inspector, Plans Examiner, Mechanical, and Plumbing Inspector with Specialized Plumbing Inspector Certification.

Desirable experience, training, and certifications: Possession of A-level Oregon Plumbing Inspector, Inspections on NFPA Alarm Systems, Inspections on NFPA Sprinkler Systems.. Prior experience in building inspection



## ***Building Inspector II Position (continued)***

### **Compensation**

Effective July 1, 2017, the salary range for the Building Inspector III will be \$4,518—\$5,762 / monthly (\$54,216 - \$69,144 / annually). Within the range determined, an appointment will be made based on qualifications. The City's current benefit package includes:

- Medical, dental, and vision insurance in which the City and employee share in increases to premiums over the base cost established in 1991-92;
- City-paid life insurance;
- City-paid long-term disability insurance;
- Sick leave earned at the rate of 8 hours per month;
- Vacation credit earned at the rate of 6.67 hours per month up to a maximum of 320 hours, with increases in accrual rates after 3, 7, 13, and 20 years. Prior municipal service may be considered by the City Manager, who has the authority to grant one-half of the prior years' service credit toward vacation for a particular City position;
- Ten paid holidays and two floating holidays annually;
- City-paid participation in the Public Employees Retirement System;
- Professional membership costs and attendance at job-related conferences as budgeted; and
- Options to participate in the credit union, deferred compensation plan, and other employee-paid insurances.





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

Those interested in applying for the Building Inspector position should submit the City of McMinnville's employment application (can be obtained online at [www.mcminnvilleoregon.gov](http://www.mcminnvilleoregon.gov)), a cover letter, and a current resume that highlights relevant experience and education related to the position.

Application materials (completed application, cover letter, and resume) must be received no later than **5:00 pm on Friday, June 30, 2017**. Application materials should be submitted (via regular mail, email, or facsimile) to:

Erica Thomas, Administrative Specialist  
230 NE Second Street  
McMinnville, OR 97128  
Email: [Erica.Thomas@mcminnvilleoregon.gov](mailto:Erica.Thomas@mcminnvilleoregon.gov)  
Fax: (503) 472-4104

**Selection process:** Applications and resumes will be screened and evaluated starting the week of July 3, 2017. Interviews are tentatively planned for the week of July 17, 2017, and the tentative start date is August 15, 2017.

*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 City Administration at (503) 434-7405.*

*Please note that this announcement is intended as a general description of the position and hiring process for a Building Inspector. This is not an implied contract and may be modified without notice.*