



Classification Framework: Building Inspector Apprenticeship Programs

FLSA Classification: Non-Exempt

Bargaining Unit: Non-Rep

Wage Grade: N20

Classification Overview

A Building Inspector Apprentice is assigned to a 12-month program focused on training an employee to become proficient in basic permits processing, building inspection, and plan review. The position will provide opportunities to complete state required training to become certified as a structural inspector in the State of Oregon. Apprenticeships are considered temporary assignments and shall not exceed 12 months with no guarantee of future employment after the completion of the program.

Work Scope: The work product or service affects the accuracy, reliability, or acceptability of further processes or services.

Complexity of Work

Complexity: Work is considered routine or basic. Most situations are resolved using standard procedures and established guidelines. Requires knowledge of procedures and the ability to evaluate and select the correct solution from defined alternatives.

Degree of Independence: Follows standard practices with supervision, but must be monitored when carrying out any deviations; progress is regularly monitored, and all outcomes are reviewed.

Decision Making Authority: Follows established policies, procedures, and practices, and makes no independent decisions. May make recommendations to work procedures, policies, and practices.

Essential Functions Include:

The information provided below encompasses the essential functions and capabilities linked with this Classification.

Duties and Responsibilities

This classification is expected to engage in the following work-related activities.

- Shadow inspectors and plans examiners may perform a variety of residential inspections and/or plan reviews under the general supervision of the Building Official or designee.
- Learns to, assists with, and participates in various aspects of permit review, plan review, inspection and other work required in the building inspector and plans examiner occupation.
- Participate in and complete Oregon Building Codes Inspector Training courses to successfully obtain required certifications.
- Learn and apply relevant codes, ORS, OAR, and City of Bend ordinances applicable to the



work of a plan's examiner and building inspector. Learn how applicable regulations are enforced and applied to inspections and plan reviews.

- Actively engaged in meeting the requirements and objectives of the apprenticeship program.
- Apply knowledge obtained during the apprenticeship program to complete new tasks and activities.

Managerial or Supervisory Responsibility

This position does not encompass supervisory responsibilities.

Knowledge, Skill, and Abilities

Individuals or positions assigned to this classification are expected to possess and exhibit the following knowledge, skills, and abilities.

Knowledge: Knowledge of simple, routine, or repetitive tasks or operations that typically include following step-by-step instructions and require little or no previous training or experience

Skill & Ability Requirements

- Some basic skills are required at the beginning of the apprenticeship, other skills are required to increase during the apprenticeship because of in class learning and on the job training.
- Ability to provide excellent customer services to a diverse population having a wide range of expertise.
- Fundamental computer usage and the ability to navigate various programs and portals.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisors, the public and other stakeholders sufficient to exchange or convey information to provide and receive work direction.
- Ability to learn software programs such as Microsoft Office including Word, Outlook, Excel and PowerPoint and other interactive computer programs as well as operating common office equipment.
- Ability to perform work in the field and in the office. Including the ability to exert up to 75 pounds of force occasionally and/or up to 25 pounds of force frequently, and/or up to 15 pounds of force constantly to move objects.
- Safety awareness
- Attention to detail and the ability to identify errors, deficiencies, or areas for cause for concern.

Education, Experience, Certifications, and/or Licenses

Any combination of experience and training that would likely provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be as noted below.

- High School or GED or an equivalent combination of education and experience that provides the required knowledge, skills, and abilities as outlined in this job description.



Specific Requirements and/or Qualifications

- Current and valid Driver's license per City policies outlined in the Employee Handbook.
- Ability to obtain the following certifications within the 12-month program.
 - OIC- Oregon Inspector AND
 - CAX – Residential Plans Examiner OR CAS – Residential Structural Inspector

Preferred Qualifications

- Ability to obtain the following certifications within the 12-month program:
 - CAP – Residential Plumbing Inspector
 - CAE – Residential Electrical Inspector
- 2 years of building construction experience or equivalent education

Distinguishing Characteristic:

Building Inspector- Plans Examiner I: A Building Inspector – Plans Examiner I is certified in the State of Oregon to complete inspections and/or plans reviews in one or more areas. They can perform basic and routine technical tasks related to plans review and inspection. Apprentices are working to or have only recently obtained licensure as a certified inspector in the state of Oregon. Their primary objective is to develop basic skills and knowledge required to complete basic tasks required in the inspection and plans review process.

Diversity & Equal Opportunity Employer Statement

The City of Bend is committed to fostering, cultivating and preserving a culture of diversity and inclusion. At the City of Bend, we don't just accept differences; we value them. We are proud to be an Equal Opportunity Employer and support the Americans with Disabilities Amendments Act (ADAAA) and the Oregon Equal Pay Act.