**Assistant Building Official (Operations & Policy Analyst 3)**

**Salem or Pendleton**

**This position will be located in Salem or Pendleton, based on the successful candidate’s location, and finalized when the job offer is made.**

***Our mission...***

To protect and serve Oregon's consumers and workers while supporting a positive business climate.

The Department of Consumer and Business Services (DCBS) is a progressive business regulatory state agency dedicated to the mission of protecting and serving Oregon's consumers and workers while supporting a positive business climate. The department administers state laws and rules governing workers' compensation, occupational safety and health, financial institutions, insurance companies and building codes. The department has consumer protection and education programs, offices, and ombudsmen to help consumers, injured workers, and businesses.

This position is with the Building Codes Division (BCD). BCD adopts and enforces the statewide building code relating to the construction, reconstruction, alteration and repair of buildings and other structures and the installation of mechanical, plumbing, and electrical devices and equipment.

This position is represented by the American Federation of State, County and Municipal Employees union (AFSCME).

**What’s in it for you:**

* Rewarding work in a productive and creative environment
* Colleagues who are passionate about public service
* Work/life balance, 10 paid holidays a year, and a [competitive benefits package](https://www.oregon.gov/jobs/Pages/Benefits.aspx)
* Advancement and learning opportunities that will help grow your career with the State of Oregon
* Live, work, and play in [Salem](https://traveloregon.com/places-to-go/salem/) or [Pendleton](https://traveloregon.com/places-to-go/pendleton/)

**Here’s what you will do:**

As the Assistant Building Official, you will:

* Assist the Building Official in evaluating program delivery, staffing levels, service methods, and systems for effectiveness and aid in the development of process improvements
* Adapt and design new policies and procedures related to division’s delivery of building department services through multiple geographical locations
* Examine construction plans, blueprints, architectural drawings, designs, and other documents, involving structural analysis of large and small commercial and industrial structures, and one & two family dwellings for compliance with complex technical codes and standards
* Provide code interpretation guidance and counsel on highly technical issues
* Provide advice and problem-solving assistance on technical or problematic issues to division staff and inspectors, building departments, fire departments, architects, engineers, other state agencies and public throughout the State

**Here’s what you need to qualify:**

Minimum Qualifications:

* A Bachelor's Degree in Business or Public Administration, Behavioral or Social Sciences, Finance, Political Science or any degree demonstrating the capacity for the knowledge and skills of the position and four years professional-level evaluative, analytical and planning work;

OR

* Any combination of experience and education equivalent to seven years professional-level evaluative, analytical and planning work.

Required Skills:

* State of Oregon A-Level Structural Inspector Certification OR equivalent ICC Certification
* State of Oregon A-Level Plans Examiner Certification OR equivalent ICC Certification
* State of Oregon Fire and Life-Safety Plans Examiner Certification OR equivalent ICC Certification
* State of Oregon OIC certification
* State of Oregon Building Official certification within 6 months of hire

Requested Skills:

* Thorough knowledge of the Oregon Structural Specialty Code (OSSC) or the International Building Code (IBC)
* Experience reviewing construction plans and documents for compliance with the building code.
* Experience inspecting construction for compliance with the building code
* Demonstrated ability to evaluate proposed alternate methods of construction for equivalency to the building code requirements
* Ability to communicate with persons of diverse points of view who are irate and volatile, in person or on the telephone, in order to provide assistance, explain requirements and/or gain compliance

**Please ensure that you clearly demonstrate in your application materials that you meet the qualifications listed and that you follow all instructions carefully. Errors or omissions may impact your rating or result in you not being considered for the job.**

**How To Apply:**

* To apply for this position, go to <https://oregon.wd5.myworkdayjobs.com/en-US/SOR_External_Career_Site/job/Pendleton--Emigrant-Ave---DCBS/Assistant-Building-Official--Operations---Policy-Analyst-3-_REQ-21575> click on the "Apply" button to fill out the online application and complete the questionnaire.
* You can also visit <https://oregon.wd5.myworkdayjobs.com/SOR_External_Career_Site> and search “REQ-21575”
* **A resume and cover letter are required for this job posting.**  Please attach it in the “Resume / CV” section of the application**.**
* Only complete applications received by the posted application deadline date will be considered.

**After you apply:**

* Log in to your Workday account before the job announcement closes to see if you have any pending tasks or actions. These can be found under the “My Applications” section.
* Make sure to complete these tasks or actions before the job announcement closes.
* Be sure to check both your email and Workday account for updates regarding this recruitment.

**Additional Information:**

* Please save a copy of this job announcement for your reference, as it may not be available for you to view after the job closes.
* You may be asked to complete a skills assessment or submit a writing sample as part of the application screening process.
* The successful candidate must have a valid driver's license and a satisfactory driving record. Prior to an offer of employment, DCBS may request that you provide an official driving record.
* This position is subject to a background check for any convictions directly related to its duties and responsibilities. Only job-related convictions will be considered and will not automatically disqualify the candidate.
* Eligible veterans who meet the qualifications will be given veterans' preference. For further information, please see the following website: [Veterans Resources](http://www.oregon.gov/jobs/Pages/Veterans.aspx). NOTE: If claiming veterans preference please be sure to check your Workday account for pending tasks or actions under your “My Applications” section.
* The Department of Consumer and Business Services does not offer VISA sponsorships. Within three days of hire, you will be required to complete the US Department of Homeland Security's I-9 form confirming authorization to work in the United States.

**Helpful Links And Contact Information:**

Learn more about [DCBS](http://www.oregon.gov/DCBS/Pages/index.aspx)

[Understanding the State Application Process](http://www.oregon.gov/DCBS/jobs/Pages/application-process.aspx)

[Help & Support](http://www.oregon.gov/jobs/Pages/support.aspx) webpage

For additional information you may contact us by e-mail at [DCBS.Recruiting@oregon.gov](mailto:DCBS.Recruiting@oregon.gov) or by phone at 503-378-3200.

**DCBS is an equal opportunity, affirmative action employer committed to workforce diversity, equity, and inclusion.**