

Building Inspection Tools and Certifications

Use the following lists to show the equipment, tools and certifications you have used and are familiar with on your resume. You may have additional technologies not shown on this list. List your tools in a separate section or under Skills/Qualifications.

Equipment and Tools

Electronic and hand measuring/dimensioning tools; Inspection mirrors and scopes; Moisture Meters; Mold Testers; Gas Leak Detectors; Respirators; Voltage Testers; Airflow meters; Thermometers; Electronic and Hand Levels; Calculators

Certification and Training

Oregon Inspector Certification (OIC) - Generally, every individual who performs building official duties, code inspections, or plan reviews must hold a valid OIC in addition to Oregon code certifications.

For a full list of Oregon Certifications, <http://www.oregon.gov/bcd/inspector-certs/Pages/certs.aspx> For a full list of ICC certifications, see <https://www.iccsafe.org/codes-tech-support/codes/the-i-codes/>

Building Inspection Skills

Use the following lists to show your technical skills on your resume and cover letter. You may have additional skills not shown on this list. List your skills in a separate Skills/Qualifications section on your resume. Highlight the most relevant skills in the middle paragraph of your cover letter.

Sample Skills/Skill Headings

- Building & Site Inspection
- Plans Review
- Certifications
- Construction Practices
- Customer Service

- Technical Reports and Documentation
- Field Survey and Measurement
- Residential/Commercial Building Codes
- Code Enforcement
- Document Control
- Drafting and Design

Sample Skill Statements

- Apply Building Codes
- Apply Drafting/Mechanical Drawing Knowledge & Techniques
- Apply Electrical Codes
- Apply Government Regulations
- Apply Hazardous Materials Information
- Apply Interpersonal Communication Techniques
- Apply Knowledge of Fire, Building & Other Codes
- Apply Structural/Safety Principles To Buildings & Other Construction Projects
- Conduct Investigations/Research
- Enforce Building Laws & Ordinances
- Evaluate New Construction Industry Practices
- Impose Restrictions
- Interpret/Explain Government/Organization Rules/Policies
- Interpret/Relate Regulations
- Keep Records & Maintain Files
- Knowledge of Construction Practices

- Knowledge of Advanced Technical Math (Trig, Calculus, Statistics Etc.)
- Operate/Maintain Inspection Tools/Equipment
- Prepare Reports
- Read Blueprints/Technical Drawings
- Read Technical Drawings & Specifications
- Recognize Public Safety Hazards
- Use Land/Site Surveying Instruments/Techniques
- Use Measuring Devices in Construction & Extraction Work
- Use Metering/Test Equipment in Building & Construction Inspection
- Use Personal Computers in Building Inspection Activities