



June 2008

PLANS EXAMINATION SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of plans examination staff within the Community Development Department; supervises, plans, and coordinates a comprehensive plan review program, including reviews of routine and complex commercial, industrial, and residential structures for compliance with governing codes and ordinances; ensures that functions meet all applicable laws, regulations, and City policies; organizes and facilitates the completion of projects through the City's plan check process; meets and confers with applicants; provides complex professional assistance to departmental management staff in areas of expertise; and performs related duties as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Building Official. Exercises direct supervision over clerical, technical, and professional staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class in the plans examiner series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of plans examination staff either directly or through lead workers. The incumbents are also expected to independently perform the full range of plans examination duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines. This class is distinguished from the Building Official in that the latter has management responsibility for all plans examination, inspections, and related programs and functions and activities of the City.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations where appropriate so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the Building Division; trains staff in work procedures.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors activities of the plans examination work unit; recommends improvements and modifications and prepares various reports on activities and projects; recommends and assists in the implementation of goals and objectives; implements policies and procedures.
- Determines and recommends staffing needs for assigned activities and projects; participates in the annual budget preparation; prepares detailed cost estimates with appropriate justifications, as required; maintains a variety of records and prepares routine reports of work performance.

- Answers questions and provides information to the public; investigates complaints; recommends corrective actions to resolve issues.
- Coordinates plan review process facilitating timely review of commercial projects through other City departments, outside agencies, and consultants.
- Coordinates and supervises examination of plans, specifications, and calculations of residential, commercial, industrial, and other major projects for conformance with governing codes, State regulations, and local ordinances, including structural, mechanical, fire and life safety, and fire protection systems.
- Advises and consults with engineers, architects, contractors, and the general public concerning code, permit, and plan review items and to provide general information.
- Reviews development proposals at the development stage to identify issues; recommends modifications and corrections.
- Develops, initiates, and updates procedures and compliance methods for building plan checks and permit processes.
- Assists building inspectors and other staff on difficult or unusual code requirements for major structures.
- Supervises the maintenance of plan check records and schedules; prepares comprehensive plan check correction lists.
- Assists in developing local ordinances pertaining to building plan checks and permit processes.
- Operates and maintains computerized permit processing system, plan check records, and schedules.
- Prepares and maintains variety of correspondence, reports, correction notices, and other written materials.
- Represents the City in meetings with members of other public and private organizations, community groups, contractors, developers, and the public.
- Acts as the Building Official in his/her absence.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles and techniques of civil and structural engineering.
- Principles and practices of plan checking and plan review process.
- Applicable Federal, State, and local laws, regulations, codes, and ordinances related to uniform building codes and building plan check, including structural, mechanical, fire and life safety, and fire protection systems requirements.
- Basic principles and practices of budget development, administration, and accountability.
- Accepted safety standards and methods used in building construction for commercial, industrial, and residential buildings.
- Building plans and construction layouts.
- Basic principles, methods, and techniques of structural design.
- Business arithmetic and basic statistical techniques.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and City staff, in person and over the telephone.

- Techniques for providing a high level of customer service the public, vendors, contractors, and City staff, in person and over the telephone.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct plans examination operations, activities, and projects.
- Analyze, interpret, apply, and enforce applicable Federal, State, and local policies, procedures, laws, and regulations.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex plans examination duties.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities.
- Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions.
- Respond to a wide variety of requests and inquiries from the general public.
- Make accurate arithmetic, financial, and statistical computations.
- Develop and recommend systems and procedures related to assigned operations.
- Prepare accurate and precise technical reports; establish, maintain, and research a variety of files and records.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Comprehend and use English effectively including producing all forms of communication in a clear, concise, and understandable manner to intended audiences.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience, which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from a two-year college with major coursework in building inspection and construction, architecture, or a related field and five (5) years increasingly responsible building plan check experience in a public agency or equivalent private sector experience, including one (1) year of lead or supervisory experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid Driver's License at time of appointment.
- State of Oregon Fire and Life Safety Plans Examiner Certification or International Code Council (ICC) Building Plans Examiner, Fire Plans Examiner, and Oregon Inspector Certification (OIC).

- State of Oregon A-Level Mechanical Inspector Certification or International Code Council (ICC) Commercial Mechanical Inspector Certification and Oregon Inspector Certification (OIC).
- State of Oregon Residential Plans Examiner Certification or International Code Council (ICC) Residential Building Inspector Certification and Oregon Inspector Certification (OIC).
- Possession of, or the ability to obtain within six (6) months of hire, State of Oregon Building Official Certification or International Code Council (ICC) Certified Building Official Certification and Oregon Inspector Certification (OIC).

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.