



June 2008

PLANS EXAMINER

DEFINITION

Under general supervision, organizes and conducts detailed plan reviews of residential structures for compliance with governing codes and ordinances; provides professional assistance to the Community Development Department in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Plans Examination Supervisor. Exercises no direct supervision of staff.

CLASS CHARACTERISTICS

This is the journey-level class in the plans examiner series, competent to perform a variety of responsible duties to assist in the provision of plan check services for the public. Responsibilities include interpreting policies and procedures relating to building and construction activities and enforcing building codes. Successful performance of the work requires an extensive technical background as well as skills in coordinating work with those of other City departments and public agencies, as well as dealing with the public. This class is distinguished from the Senior Plans Examiner class series in that the latter is responsible for technical and functional direction over lower-level staff and is capable of performing the most complex duties assigned to the function.

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.

- Coordinates plan review process to facilitate timely review of residential and other projects through other City departments, outside agencies, and consultants.
- Examines plans, specifications, and calculations for conformance with governing codes, State regulations, and local ordinances.
- Advises and consults with engineers, architects, contractors, and the general public concerning code, permit, and plan review items and to provide general information.
- Assists in developing and updating procedures and compliance methods for building plan checks and permit processes.
- Maintains plan check records and schedules; prepares comprehensive plan check correction lists.
- Documents available land for construction of new residential structures.
- 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.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Assists building inspectors and permit technicians, as needed.
- Performs related duties as required.

QUALIFICATIONS

Knowledge of:

- 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 basic zoning, grading, and flood zone requirements.
- Accepted safety standards and methods used in building construction for residential buildings.
- Building plans or construction layouts.
- 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:

- Understand the organization and operation of the City and of outside agencies as necessary to assume the assigned responsibilities.
- Understand, interpret, analyze, and explain City policies, procedures, fees, basic planning and building codes, and regulations to the general public, permit applicants, and City staff.
- Read, interpret, and apply a variety of technical information from reports, maps, plans, specifications, drawings, layouts, blueprints, schematics, and legal descriptions.
- Learn basic and complex principles of structural engineering design.
- Respond to a wide variety of requests and inquiries from the general public.
- Make accurate arithmetic, financial, and statistical computations.
- Establish, maintain, and research a variety of files and records.
- Prepare accurate and precise technical reports; maintain accurate 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 two (2) years increasingly responsible building plan check experience in a public agency or equivalent private sector experience.

Licenses and Certifications:

- Possession of a valid driver's license with satisfactory driving record.
- State of Oregon residential plans examiner certification or International Code Council (ICC) residential building inspector 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.