



June 2008

## **SENIOR PLANS EXAMINER**

### **DEFINITION**

Under general supervision, provides direction and oversight for a comprehensive plan review program including the review of routine and complex commercial, industrial, and residential structures for compliance with governing codes and ordinances functions and activities; 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 professional assistance to departmental management staff in areas of expertise; and performs related duties are required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Plans Examination Supervisor. Exercises technical and functional direction over and provides training and guidance to staff as assigned.

### **CLASS CHARACTERISTICS**

This is the advanced journey-level class in the plans examiner series, fully competent to perform a variety of responsible duties to assist in the provision of plan review services for the public. Incumbents troubleshoot problems and perform the more complex duties as well as provide training, guidance, and technical and functional direction to staff as assigned. Responsibilities may also include special projects and additional administrative functions. This class is distinguished from the Plans Examination Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned staff involved in plans examination.

### **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.*

- Provides technical and functional direction to assigned staff; reviews and controls quality of work; participates in performing complex plan check duties.
- Plans, schedules, prioritizes, and assigns projects, studies, and programs in consultation with the Plans Examination Supervisor; communicates status of projects, studies, and programs to appropriate staff, working cooperatively to schedule in accordance with established priorities.
- Trains employees in work principles, practices, methods, policies, procedures, and applicable Federal, State, and local laws, rules, and regulations.
- Assists in developing.
- Assists in the development and implementation of goals, objectives, policies, work plans, procedures, schedules, and work standards, including recommending improvements.
- Coordinates the plan review process, facilitating timely review of commercial projects through other City departments, outside agencies, and consultants.

- Examines 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.
- 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.
- Maintains plan check records and schedules; prepares comprehensive plan check correction lists.
- 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.
- Performs related duties as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Basic principles of supervision and training.
- Basic 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.
- Accepted safety standards and methods used in building construction for commercial, industrial, and residential buildings.
- Concepts and practices of plan review.
- Building plans or 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:**

- Plan, schedule, assign, and oversee activities of staff; train others in work procedures.
- Oversee and participate in related projects, studies, and programs.
- 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.
- 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 four (4) years increasingly responsible building plan check experience in a public agency or equivalent private sector experience.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid Driver's License by time of appointment.
- State of Oregon A-Level plans examiner and 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 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.