

City of Oregon City

Position Description

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| Position: Plans Examiner | AFSCME Union |
| Department/Site: Community Dev./Building Division | FLSA: Non-exempt |
| Evaluated by: Building Official | Salary Grade: 40 |

Summary

Receives and reviews building plans for compliance and conformance with applicable codes and regulations governing the construction or alteration of commercial and residential structures. Sets up and maintains computer aided systems for monitoring work in progress. Conducts site inspections.

Distinguishing Career Features

The Plans Examiner is the first level in a two-step career path for the review of building plans. The Plans Examiner requires an Associates Degree and "B" level certification in plans examination. Advancement to Senior Plans Examiner requires "A" level Plans certification plus others as stated in the qualification statement.

Essential Duties and Responsibilities

- Reviews permit applications and construction documents for predominately residential buildings and construction. Verifies adequacy of documents after preliminary reviews. Review construction methods for the type of occupancy.
- Conducts reviews of construction documents for buildings to evaluate and determine compliance with the state building codes and other regulations, including standards for structural adequacy, energy conservation, and accessibility.
- Examines residential building plans for building code requirements including location, on property, structural adequacy, fire walls and fire rating of materials, egress requirements, stair and guardrail construction, smoke detection, minimum room sizes/dimensions, light and ventilation requirements, energy codes, weatherproofing and decay prevention, flood plain requirements, and other elements.
- Coordinates and facilitates reviews in conjunction with other agencies such as but not limited to Fire departments.
- Answers questions and interprets code, legal, technical, and procedural concepts orally, graphically, and in writing to a diversity of technical and non-technical people with a wide range of expertise and attitudes.
- Sets up new construction projects and other projects subject to a step-by-step inspection and clearance process for computer-aided access, estimation of inspection milestones, and analysis of work-in-progress.
- Writes check sheets identifying required corrections and necessary additional information. Determines need for review by others such as engineering. Answers applicant's questions and resolves or refers problems to higher levels of expertise.

- Conducts plan re-reviews for corrections and changes processes plans for final approval.
- Maintains up-to-date knowledge of trends in construction methods and materials and changes in codes.
- Sets up and maintains files and data including statistical data on permitting activity.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires a working knowledge of codes, regulations, and laws governing building and land use for one-and-two family dwellings. Requires a working knowledge of the permitting process steps and special policies, practices, technicalities, and work methods for the department. Requires sufficient knowledge of and skill in English grammar and composition, to prepare routine correspondence in business and/or legal formats. Requires knowledge of and skill at using personal computers, common office productivity software, and databases to access and enter information. Requires sufficient human relations skill to communicate standard yet technical information, to employ specific lines of inquiry, to resolve problems, and to maintain harmony in a work setting.

- **Abilities**

Requires the ability to carry out the essential functions of the position. Requires the ability to learn, interpret and apply processes, codes, regulations, and laws governing building and land use for one-and-two family dwellings. Requires the ability to operate a personal computer and peripheral office equipment. Requires the ability to work cooperatively with senior citizens. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City. Requires the ability to resolve customer service problems in a positive manner. Requires the ability to organize and prioritize work assignments to optimize service level.

- **Physical Abilities**

Requires the ability to function primarily indoors in an office environment engaged in work of primarily a sedentary nature. Requires sufficient ambulatory ability to move about to office locations. Requires auditory ability to carry on ordinary and telephonic conversation. Requires near visual acuity to read detailed maps, drawings, other printed material, computer screens, and observe physical layouts. Requires manual and finger dexterity to write and to operate microcomputers and other office equipment. Requires the ability to alternatively sit and stand for sustained periods of time to deliver presentations, perform counter work.

- **Education and Experience**

The position typically requires an Associates degree and prior construction or inspection experience.

- **Licenses and Certificates**

May require a valid driver's license. One-and-two family dwelling Plans Examiner Certificate.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.

This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.