



SENIOR PLANS EXAMINER

CLASS SUMMARY: To examine building plans for compliance with applicable state and local codes to include multi-unit residential and commercial structures; and to perform related work as required.

CLASS CHARACTERISTICS: This is the advanced journey level class in the Plans Examiner series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including reviewing multi-unit residential and commercial structures. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from designated manager or supervisor. Exercises functional and technical supervision over other designated staff.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

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| 1. | Reviews construction plans of commercial, industrial, public, residential and related buildings of all complexities for compliance with state structural, mechanical and plumbing specialty codes and County codes and ordinances. |
| 2. | Identifies plan deficiencies and notifies applicants of required modifications; approves original or revised plans. |
| 3. | Provides general information to the public and interprets construction codes, policies and procedures. |
| 4. | Meets with developers, designers and contractors to help identify code issues and resolve code problems relative to construction plans or design proposals. |
| 5. | Performs technical research on code or engineering issues. |
| 6. | Assists applicants in completing the building permit process. |
| 7. | Conducts on-site inspections of units for compliance to state codes and County ordinances. |
| 8. | Determines the values of commercial and other building permit fees and issues permits. |
| 9. | Records and files applications and plans received. |
| 10. | Trains examiners with less experience. |

Knowledge of (position requirements at entry):

- State structural, mechanical and plumbing specialty codes.
- Pertinent County and state laws, codes and ordinances.
- Building plans, blueprints and construction terminology.
- Practices, methods and materials used in commercial, industrial and residential construction.
- Structural integrity criteria and tables.
- Building permit process.
- Principles of structural engineering and architecture.
- Principles and practices of computer programming.
- Principles and practices of training.

Ability to (position requirements at entry):

- Read and interpret blueprints and building plan specifications and detect design faults.
- Determine building occupancy status and the appropriate fire and safety construction requirements.
- Conduct plans examination/inspection, document findings, determine corrective actions for compliance with appropriate code.
- Interpret and explain complex codes.
- Perform mathematical computations.
- Maintain accurate and complete records.
- Make decisions independently and use initiative and judgment in carrying out tasks and responsibilities.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.

Training and Experience (positions in this class typically require):

Equivalent to the completion of the twelfth grade. Additional specialized training in engineering, architecture or a related field is desirable. Three years of responsible plans examination experience. An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Licensing Requirements (positions in this class may require):

- Possession of ICC Certified Building Plans Examiner (B3) and Oregon Inspector Certificate (the latter within 6 months of appointment) OR Oregon Code Certification as an A-level Plans Examiner (PEA).
- Possession of a valid ICC Certified Fire Plans Examiner (F3) and Oregon Inspector Certificate (the latter within 6 months of appointment) OR Oregon Code Certification as a Fire and Life Safety Plans Examiner.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

An MOU outlining changes to the required Certifications was approved on 8/28/08.
FLSA Status: Non-Exempt