

# CLASSIFICATION ADDENDUM

## Job Title: Plans Examiner

Classification Specification: Code Enforcement Specialist

Barg Unit: OPE

Pay Grade: B23 – B25

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Plans Examiner reviews commercial and residential building plans and structural specifications and calculations for accuracy and compliance with various state, federal and local development codes, fire/life safety and construction codes, analyzes structural elements to ascertain structural stability; develops information for architects, engineers, contractors, building owners pertaining to building construction and related activities; provides information to the public in regard to such codes, permit applications and permit processes, building codes and statutes; organizes meetings with architects and engineers and interacts with the field inspectors; provides plan check reports for information and maintains other relevant records; serves as back-up Building Inspector when there is operational need. Performs related duties as required.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of architecture, engineering, building inspection technology, or related field, plus sufficient related work experience in A-Level plans examination or code enforcement.

#### Licensing Requirements:

- A valid Oregon driver's license at time of appointment.
- Certification from the State of Oregon as an A-Level Plans Examiner.
- Certification from the State of Oregon as an A-Level Building Inspector, or the ability to obtain within three (3) months of appointment.

#### Knowledge:

- Methods and practices involved in construction, planning, and designing of structures;
- Engineering principles as they relate to design, and calculations of loads and forces;
- Structural Specialty Code, Fire and Life Safety Code, Plumbing Code, Mechanical Code, Electrical Code, and One and Two Family Dwelling Code;

#### Skills: *(Demonstrated skill in performing the following)*

- Determining the effect of stress on buildings and structures;
- Reading and interpreting blueprints and building plan specifications and detecting design faults;
- Making mathematical calculations.

### Essential Characteristics and Duties Addendum

**Qualification For Grade Progression:** Grade progression is dependent on the years of experience/expertise in position or specialization, AND degree of complexity, coordination and visibility of projects in the community.

B23 – Contributing (applying basic skills)

B24 – Journey (applying some advanced skills)

B25 – Advanced/Lead (applying advanced skills)

### Physical Requirements Addendum

Light Work as defined in the classification specification. May require walking on uneven terrain, and climbing ladders and scaffolding. Further definition of the physical requirements of the position can be found in a job task analysis.

Travel as required.

### Addendum History

2012.01 Created

2014.09 – Revisions by HR

2016.06 – Revisions by HR

2016.07 – Revisions by HR