



Plans Examiner I, II, III

General Information

Classification Code:	BLDSPC
Effective Date:	8/12/2020
Pay Grade:	B23-B25
FLSA Status:	Non-Exempt

Position Summary

This position performs in-depth building plan reviews of all construction plans submitted for the development, modification, and alteration of single family dwellings, multi-family units, and commercial and industrial buildings and complexes for compliance with State of Oregon Structural, Mechanical, Electrical, Plumbing and Residential Specialty Codes and other applicable, state and city codes and ordinances and zoning requirements. Provides assistance to the public in person and on the phone to answer building related questions. Performs related duties as required.

Classification Characteristics

The Plans Examiner positions fall under the Code Enforcement Specialist classification. This paraprofessional classification performs specialized code compliance and inspection duties in support of an assigned area that generally requires advanced technical training and/or experience. Code Enforcement Specialists focus on how to carry out the operations of the process specified by higher level positions. This position has a choice of how and when operations are carried out but not what operations constitute the process.

Plans Examiner I – is the entry level class in the series and performs basic and routine supportive and technical tasks. Employees at this level generally have minimal experience and focus on plan reviews for one and two family residential construction and includes, but is not limited to, reviewing building, mechanical systems and demolition plans. Incumbents in this class check for general compliance with residential building codes, Oregon structural specialty code, and related requirements. Completed work is reviewed for accuracy.

Plans Examiner II – is the journey level residential plans examiner and/or entry level commercial plans examiner in the series and performs standard to moderately difficult plan reviews that are fairly complex and technical and commercial construction plans review of 4000 square feet or less. Plans Examiners II differ from the Plans Examiner I in that incumbents have a broader focus and can review the more complex plans, which includes, but is not limited to, building, mechanical systems, sprinkler systems, and demolitions plans.

Plans Examiner III – is the advanced journey technician-level position and performs difficult to advanced level plan reviews, as well as leading, training, onboarding, assigning, and participating in the work of lower level staff. Incumbents perform the most difficult and responsible technician-level work such as large commercial, industrial, multi-permitted, or phased construction projects. May act as Building Official in their absence. This position has no supervisory responsibilities; however, may schedule work and staff assignments providing direction and monitoring of work and training activities to lower-level staff.

Progression between levels is dependent upon acquiring and maintaining required certifications.

Essential Duties

The duties listed below are a typical sample; position assignments may vary.

1	Reviews residential and/or commercial plans, specifications, special provisions and calculations for accuracy and compliance with various state, federal and local development codes, fire/life safety and construction codes.
2	Prepares and maintains related procedural documentation, plan check reports, relevant records, and files; prepares reports and correspondence clarifying issues, processes, and questions.
3	Provides customer service to the public, external agencies, staff and/or other interested parties; researches and responds to complaints, inquiries and information requests over the phone and in-person. Communicates code requirements to the public.
4	Performs field inspections of residential and commercial structural and mechanical projects when there is operational need to back-up Building Inspectors.
5	Approves or denies plans; identifies plan deficiencies and notifies applicants of required alterations. Works with design professionals to address and correct plan deficiencies.
6	Researches code issues for plan review and for the information of customers and the general public. provides information to the public in regard to such codes, permit applications and permit processes, building codes and statutes
7	Develops information and organizes meetings with architects, engineers, contractors, building owners pertaining to building construction and related activities; interacts with the field inspectors.
8	Determines the value of buildings for permit fees and approves building permits; attends pre-design and plan review meetings with developers and contractors.
9	Actively supports an inclusive and respectful work environment.
10	Performs other duties of a similar nature or level.

Functional Specific Responsibilities

Residential – Plans Examiners review building plans for one- and two-family dwellings, townhouses, row-houses and associated accessory structures to assure compliance with structural, simple zoning and related regulations. Acts as project coordinator for residential permits.

Commercial – Plans Examiners review and exam commercial, industrial, multi-family, and residential construction plans/documents to ensure compliance with structural engineering codes and standards.

Qualifications

Minimum Qualifications:

- Plans Examiner I: Associate’s degree or two-year technical certificate relevant to area of assignment and 0-2 years of experience in A-Level plans examination or code enforcement.
- Plans Examiner II: Associate’s degree or two-year technical certificate relevant to area of assignment and 2-5 years of experience in A-Level plans examination or code enforcement.
- Plans Examiner III: Associate’s degree or two-year technical certificate relevant to area of assignment and 5-8 years of experience in A-Level plans examination or code enforcement.

Licensing/Certifications:

- A valid Oregon driver’s license at time of appointment.
- Oregon Inspector Certification (OIC) or ability to obtain within 90 days of appointment.
- Additional certifications required based on level.

Qualifications

Plans Examiner I –the following certifications:

- Structural Inspector (CAS) and Plans Examiner (CAX)

Plans Examiner II – all certifications in one of the following collections:

<ul style="list-style-type: none"> • Electrical Inspector (CAE) • Plumbing Inspector (CAP) • Structural Inspector (CAS) • Plans Examiner (CAX) <p><i>Or equivalent(s)</i></p>	<ul style="list-style-type: none"> • Plans Examiner (CAX) • Structural Plans Examiner A-Level (PEA) • Mechanical Inspector A-Level (MIA) <p><i>Or equivalent(s)</i></p>	<ul style="list-style-type: none"> • Structural Inspector (CAS) • Structural Inspector A-Level (SIA) • Mechanical Inspector A-Level (MIA) <p><i>Or equivalent(s)</i></p>
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Plans Examiner III – In Addition to Plans Examiner II requirements, one of the following single or combination of certifications:

- Plumbing Specialty Code Inspector (PI); or,
- Electrical Specialty Code Inspector (EI); or,
- Structural Plans Examiner A-Level (PEA) and Fire & Life Safety Plans Examiner (PEF).

Specialized certifications considered desirable for all levels:

Manufactured Structure Construction Inspector (MCI)

Medical Gas Plumbing Inspector (MGI) or equivalent

Limited Plumbing Inspector, Building Sewer (PIS)

Specialized Finals Inspector (SFI)

Specialized Solar Photo-Voltaic Inspector (SSI)

Technology Skills:

- Electronic mail software — Microsoft Outlook
- Graphics or photo imaging software — Digital imaging system software
- Office suite software — Microsoft Office
- Operating system software — Microsoft Windows
- Presentation software — Microsoft PowerPoint
- Spreadsheet software — Microsoft Excel
- Word processing software — Microsoft Word

Knowledge Required:

- Law and Government — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Skills:

- Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Qualifications

- Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
- Speaking — Talking to others to convey information effectively.
- Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.
- Writing — Communicating effectively in writing as appropriate for the needs of the audience.
- Active Learning — Understanding the implications of new information for both current and future problem-solving and decision-making.
- Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Service Orientation — Actively looking for ways to help people.
- Time Management — Managing one's own time and the time of others.
- Coordination — Adjusting actions in relation to others' actions.
- Negotiation — Bringing others together and trying to reconcile differences.
- Persuasion — Persuading others to change their minds or behavior.

Abilities:

- Oral & Written Comprehension — The ability to read, listen to and understand information and ideas presented through spoken and written words and sentences.
- Oral & Written Expression — The ability to communicate information and ideas in speaking and writing so others will understand.
- Speech Recognition & Clarity — The ability to identify and understand the speech of another person and to speak clearly so others can understand you.
- Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
- Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Near & Far Vision — The ability to see details at close range (within a few feet of the observer) and at a distance.
- Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Category Flexibility — The ability to generate or use different sets of rules for combining or grouping things in different ways.
- Mathematical Reasoning — the ability to choose the right mathematical methods or formulas to solve a problem.

Physical Requirements

Key	None 0% (0 hrs.)	Seldom 1-10% (Up to 1 hrs.)	Occasionally 11-35% (Up to 3 hrs.)	Frequently 36-75% (3-6 hrs.)	Continuous 76-100% (6+ hrs./day)
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Physical Requirements											
	0%	1-10%	11-35%	36-75%	76-100%		0%	1-10%	11-35%	36-75%	76-100%
BODY POSITIONS						PUSH/PULL					
Standing			X			0-10 lbs.		X			
Sitting				X		11-20 lbs.		X			
Walking – Even Surface		X				21-50 lbs.	X				
Walking – Uneven Surface		X				51-75 lbs.	X				
Kneeling		X				76-100 lbs.	X				
MOVEMENTS						ENVIRONMENTAL HAZARDS					
Bending/Stooping	X					Indoors				X	
Twisting		X				Outdoors		X			
Crawling		X				Dust		X			
Squatting/Crouching		X				Fumes/Odors/Gasses	X				
Balancing		X				Chemical Agents	X				
Reach – Overhead		X				Biological Agents	X				
Reach – Forward		X				Noise – Low				X	
Reach – Backward		X				Noise – Moderate		X			
Climbing – stairs		X				Noise – High	X				
Climbing - ladder		X				Low Light		X			
USE OF HANDS						Heat		X			
Grasping – whole hand			X			Cold		X			
Grasping – pinch grip			X			Restricted workspace		X			
Fine manipulation/feeling		X				Vibration – whole body	X				
Keyboarding			X			Vibration - extremity	X				
LIFT/CARRY						JOB SPECIFIC					
0-10 lbs.		X				Driving – vehicle/equipment		X			
11-20 lbs.		X				Operate foot controls	X				
21-50 lbs.		X				Seeing					X
51-75 lbs.	X					Talking				X	
76-100 lbs.	X					Hearing				X	
						Extended work hours	X				

Classification History

- 2012.01 – Created and adopted
- 2014.09 – Revisions by HR
- 2016.06 – Revisions by HR
- 2016.07 – Revisions by HR
- 2020.08 – Reformat/Revisions by HR

I have reviewed the job description.

Employee: Name_____ **Signature** _____ **Date** _____