



PLANS EXAMINER 2

CLASS SUMMARY: To examine residential and accessory buildings for compliance with applicable state and local codes and ordinances; and to perform related work as required.

CLASS CHARACTERISTICS: This is the full journey level class within the Plans Examiner series. Employees within this class are distinguished from the Plans Examiner 1 by the performance of the full range of duties as assigned including the possession and maintenance of various professional certifications as outlined below in the Special Requirements section. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

This class is distinguished from the Senior Plans Examiner in that the latter reviews plans for multi-unit residential and commercial buildings as well as residential and accessory buildings.

SUPERVISION RECEIVED AND EXERCISED:

Receives general supervision from designated manager or supervisor.

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

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| 1. | Reviews and evaluates construction plans of residential buildings for compliance with the State Structural and Mechanical Specialty codes and County codes and ordinances. |
| 2. | Identifies plans deficiencies and notifies applicants of required modifications. |
| 3. | Approves original or revised plans. |
| 4. | Answers inquiries and provides general information to the public concerning building codes, permits and plans examination; assists applicants in completing the building permit process. |
| 5. | Records and files applications and plans received. |
| 6. | Determines applicable fees and issues permits. |
| 7. | Conducts on-site inspections of units for compliance to state codes and County ordinances. |

Knowledge of (position requirements at entry):

- Building plans, blueprints and construction terminology.
- Building materials and construction methods used in building construction.
- Structural integrity criteria and tables.

- Building permit processes.
- The State Specialty Codes related to building construction.
- Pertinent County codes and ordinances.

Ability to (position requirements at entry):

- Interpret building plan specifications and detect design faults.
- Interpret complex codes.
- Perform mathematical computations.
- Maintain accurate and complete records.
- Handle the public tactfully and enforce codes with good judgment, firmness and impartiality.
- 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. Two 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):

- Possess and maintain in continuous good standing those certifications as specified and required by the State's Building Codes Division through Oregon Administrative Rule that will authorize the individual in this classification to legally perform the following duties as an agent of a County or municipality in the State of Oregon:
- Review construction plans for compliance with provisions of the Oregon Residential Specialty Code (ORSC).
- Conduct plan review of proposed manufactured dwelling or park trailer installations for conformance with the State's adopted manufactured dwelling standard.

NOTE: This position is represented by AFSCME Local 2831.

Classification History:

FLSA Status: Non-Exempt