

JOB DESCRIPTION: **PLANS EXAMINER II**(Part-Time: Up To .49FTE)

DATE: 04/11/2014

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EXEMPT (Y/N):	No	JOB CODE:	CSC Exempt
DEPARTMENT:	Land Development Services	CLASSIFICATION:	155
SUPERVISOR:	Bldg. Inspection Supervisor	SALARY RANGE:	27
UNION (Y/N):	No	LOCAL:	NA

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**GENERAL STATEMENT OF DUTIES:** Review industrial, commercial and residential plan applications for compliance with State and County codes and regulations. Perform other plan review and inspection duties assigned as experience and certification permits including various types of structures not covered by residential, commercial or industrial application. Perform duties as directed or required which may include construction inspection for compliance with various adopted codes and standards or site review for compliance with regulations of the jurisdiction related to adopted codes.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Conduct plan review for industrial, commercial and residential plans and documents submitted with applications for construction permits for compliance with adopted construction codes. Conduct plan review on new and remodeled building construction and repairs for conformance to County and State codes.

Respond to inquiries regarding the application and interpretation of adopted construction codes, referenced standards and other applicable regulations and laws including disabled access provisions.

Consult with homeowners, landowners, builders, architects and engineers regarding building process including, but not limited to pre-construction consultation and planing applications.

Support code enforcement activities as directed or necessary.

Follow all safety rules and procedures established for work areas. Comply with all relevant County policies and procedures.

Prepares and maintains records of plans and plan reviews, inspections and letters or reports used in the building plan review and inspection process.

Coordinates plan review approvals with other departments and agencies as necessary.

Works with a computer or other modern office equipment to ensure proficient and accurate plan review and record-keeping. This may include electronic review of submitted plans and supporting documents.

Understands and supports the function of the front-line counter related to administration and customer service needs including internal and external customers.

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**SUPERVISORY RESPONSIBILITIES:** Supervision is not a normal responsibility of this position.

**SUPERVISION RECEIVED:** Work under the general supervision of the Building Official and Building Inspection Supervisor who assigns and reviews work for conformance to established procedures and methods.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:** Equivalent to high school graduation, plus two years of college in a broad, specialized field related to building and safety or other closely related field of study. Five years of progressively responsible experience in related work necessary to obtain the necessary certifications and qualifications which must include at least two years of experience in the review of commercial and industrial plans including fire and life-safety. Any satisfactory combination of experience and training which demonstrates the ability to perform the above duties may be acceptable as determined by the County.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Must possess a valid driver's license and be insurable under the County's liability insurance. Oregon Inspector Certificate (OIC) required. Certification as a Structural Inspector, Mechanical Inspector, A/B Level Plans Examiner with Fire and Life Safety (FLS) Certification, or ability to obtain FLS certification within 6 months of employment.. All certifications must be applicable to Oregon Compliance and Certification Regulations of the State Building Codes Division (BCD). International Code Council Certifications may substitute or compliment some BCD required certifications. Applicant is responsible for adherence to licencing and certification qualification for this position.

**KNOWLEDGE, SKILL AND ABILITY:** Thorough knowledge of building construction materials and methods. Thorough knowledge of State and County codes and regulations. Understanding of regulatory processes related to other divisions within the land development services such as planning, sanitation and engineering requirements. Skill in report composition, effective communication practices, interpretation and enforcement of statutes, rules, codes, ordinances and conditions of approval.

Ability to detect safety and other violations. Ability to read and interpret complex commercial plans and specifications and to compare them with structures in progress. Ability to conduct thorough investigations, compile data and present clear, concise reports. Ability to correctly identify those issues which require confidentiality and to maintain a high level of confidentiality regarding issues encountered. Ability to communicate effectively with people of varying backgrounds who may be hostile or abusive. Ability to communicate effectively in both verbal and written form. Ability to maintain cooperative and effective working relationships with contractors, fellow employees, other agencies, County officials and the general public.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Physical demands while in the office are minimal, involving the movement of files, books, equipments, etc. seldom exceeding 20 pounds. Field activity may require additional physical demands, such as walking, bending, stooping, climbing, etc. Appropriate safety equipment must be utilized during such field work.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work time involves both a general office environment and limited field activities. The performance of field work may require walking over various terrains or other hazards, and exposure to all weather conditions.

**TOOLS AND EQUIPMENT USED:** Personal computer including word processing and permitting software; calculator; copy and fax machine; phone; reference codes; motor vehicle; cellular phone; ladders or other equipment related to access to construction inspection; tape measure; level and other hand tools that may be necessary to perform the duties described herein.