

City of Springfield, Oregon: Plans Examiner

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Representation: OPEU	FSLA: Non-Exempt
Job Code: 168467	Grade/Range: 126

General Summary of Duties

Reviews building plans and structural specification for compliance with various state, federal and local development codes, and provides information to the public in regard to permit applications. As needed, performs field inspection of new and existing buildings to determine compliance with State Specialty Codes and approved construction plans. Performs related duties as required.

Distinguishing Characteristics

The Plans Examiner position is distinguished from the Plans Review Engineer in that the latter requires licensure as a Structural Engineer. This position differs from the Building Inspector III position in that the duties are primarily conducted in an office environment with 5% or less of the time conducted in field sites. This position differs from the Construction Representative in the nature of the duties. This position is responsible for a multitude of jobsites and projects; the Construction Representative may be responsible for limited number of projects and may be primary liaison with one or more construction clients.

Supervision Received and Exercised: Reports to Community Services Manager. Does not supervise.

Essential Job Functions: Any one position may not include all of the duties listed nor do the listed examples include all tasks, which may be found in positions of this class.

- Reviews and analyzes construction plans, specifications, and calculations for accuracy and compliance with the building, electrical, plumbing, and mechanical codes; analyzes structural elements to ascertain structural stability.
- Develops information for architects, engineers and contractors pertaining to building construction and related activities; responds to public inquiries on building codes and statutes.
- Provides plan check reports for information, and requires changes when necessary for code compliance.
- Organizes meetings with architects and engineers regarding proposed construction and the resolution of problems; interacts with the field inspectors to provide an equitable relationship with builders, contractors, and developers.

- May serve as a liaison between the Community Services Division and other divisions; participates in records research and the retrieval of development related information; represents the division in pre-application meetings and reviews.
- Provides training for division staff, as required, on specific policies and procedures.
- Serves as a back-up Building Inspector when there is an operational need.

Qualifications

Knowledge of:

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

Ability to:

- Ability to interpret plans, regulations, codes, and policies, explain them to co-workers, customers, officials, and the general public;
- Ability to use computers sufficiently to perform the duties of the position;
- Ability to organize data, and produce accurate, understandable, and timely reports;
- Ability to determine the effect of stress on buildings and structures;
- Ability to utilize computer database systems sufficiently to perform assigned duties;
- Ability to establish and maintain harmonious working relationships with coworkers, property owners, developers, architects, engineers, elected officials, and other groups;
- Ability to conduct field inspections safely at sites that are in various stages of construction, that may include walking on uneven terrain, and climbing ladders and scaffolding;
- Ability to travel as required

Experience and Training: Any equivalent combination of education and experience which provides the knowledge, skills and abilities required to perform the job. A typical way to obtain the knowledge, skills and abilities would be:

Completion, or equivalent, of a two year college degree program, with major coursework in architecture or engineering, plus related work experience, typically three years of experience in A-Level plans examination or code enforcement. A four-year Degree, with major coursework in Architecture, Engineering, or a related field, may be substituted for one year of the required experience; or registration as a Professional Structural Engineer or Architect may be substituted for half of the required experience; or any combination of experience and education that provides the required knowledge, skills, and abilities.

Required Special Qualifications

- 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.
- A valid State of Oregon driver's license at time of appointment.

Working Conditions

The principal duties of this classification are performed in an office environment using office equipment such as a computer, phone, drafting tables, blueprints and office furniture. Incumbents may work extended hours and be required to travel to and attend meetings in varying work sites. Requires the ability to interface with a computer as well as extensive sitting, listening and speaking. Incumbents in this position may encounter situations involving antagonism, anxiety, frustration and deadlines.

This position may occasionally be required to perform duties out of doors or on job sites as operational need exists. When required, this will involve travel by motor vehicle to sites to make inspections. The position may require walking through, climbing over and crawling under structures with occasional lifting and exertion for short periods. The incumbent may spend long periods walking or standing; involving exposure to various weather conditions with potentially hazardous job sites.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Classification History:

1/07 – Revised Classification.