

PLANS EXAMINER 2

DEFINITION

To examine residential and accessory buildings and small commercial 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 examining plans for small commercial buildings. 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.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Building Official.

EXAMPLES OF DUTIES - Duties may include, but are not limited to the following:

Reviews and evaluates construction plans of residential and small commercial buildings for compliance with the State Structural and Mechanical Specialty codes and County codes and ordinances.

Identifies plans deficiencies and notifies applicants of required modifications.

Approves original or revised plans.

Answers inquiries and provides general information to the public concerning building codes, permits and plans examination; assists applicants in completing the building permit process.

Records and files applications and plans received.

Determines applicable fees and issues permits.

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Conducts on-site inspections of units for compliance to state codes and County ordinances.

MINIMUM QUALIFICATIONS

Knowledge of:

Building plans, blueprints and construction terminology.

Building materials and construction methods used in residential and commercial construction.

Structural integrity criteria and tables.

Building permit processes.

The State Structural and Mechanical Specialty codes related to residential and commercial construction.

Pertinent County codes and ordinances.

Ability to:

Interpret residential and commercial 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.

Experience and Training

Training:

Equivalent to the completion of the twelfth grade. Additional specialized training in engineering, architecture or a related field is desirable.

Experience:

Two years of responsible plans examination experience.

An equivalent combination of experience and training that will demonstrate the required knowledge and abilities is qualifying.

Special Requirements:

Possession of a B-level Plans Examiner certificate from the State of Oregon.