



City of Lake Oswego, Oregon

Job Description

PLANS EXAMINER I, II

FLSA Status: Non-exempt

Union Representation: LOMEA

Salary Grade: 162; 177

Job Code: 2041; 2036

Class Summary

Under the general direction of the Building Official / Permit Center Manager, positions in this classification perform 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. Positions in this classification also perform in-depth plan reviews of all construction plans submitted for the improvement, alteration and modification of all mechanical systems of single-family dwellings, multi-family units, and commercial and industrial buildings and complexes.

Distinguishing Characteristics

The Plans Examiner I position focuses on plan reviews for one and two family residential construction and commercial construction of 4000 square feet or less 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. The Plans Examiner II is different from Plans Examiner I in that incumbents have a broader focus and may act in the capacity of Building Official / Permit Center Manager and generally can review the most complex plans, which includes, but is not limited to, building, mechanical systems, sprinkler systems, ionization systems and demolitions plans.

Essential Duties and Responsibilities

The list of duties is a representative sample of the work appropriate to this class and does not include all the duties that may be assigned to a particular position. The incumbent may perform a combination of some or all of the following duties:

1. Receives and reviews all construction plans for building improvements, modifications and alterations, checking for compliance with requirements of the State of Oregon Structural Specialty Code, the State of Oregon One and Two Family Dwelling Code, the State of Oregon Fire and Life Safety Code and all other applicable state and local development and zoning codes, regulations and requirements.
2. Calculates all fees required for the issuance of all building and construction permits; issues appropriate permits upon collection of fees and approval of building and construction plans.

3. Meets with architects, contractors and members of the public and other departments to review preliminary building and construction plans, checking for general compliance with codes and related requirements.
4. Answers questions from the general public, architects, contractors and other employees about codes, providing interpretations of code requirements.
5. Makes field site inspections, verifying compliance with appropriate plans and codes. Issues notices of noncompliance when appropriate. Issues construction approval permits and occupancy permits when appropriate.
6. Performs other duties of a similar nature and level.

Minimum Qualifications

Knowledge of:

- Building construction plans, diagrams, documents and technical specifications and calculations.
- Methods, principles, techniques and practices of building construction, repair and alteration.
- Possible defects and flaws in building construction and of corrective measures.
- Building codes, regulations and laws.
- Proper business English usage, spelling, grammar and punctuation.
- Personal computers and related software applications.

Skills and Abilities to:

- Review and evaluate building construction plans, diagrams, documents and technical specifications and calculations.
- Detect and locate defective workmanship and materials.
- Interpret building plans, drawing and diagrams.
- Communicate technical information effectively both in writing and verbally; writing clearly and concisely with use of good grammar, spelling and punctuation.
- Use customer service skills and developing and maintaining effective working relationships with other employees, contractors, building owners and members of the general public.
- Gather and weigh facts against applicable laws, rules and regulations, and drawing appropriate, well-thought-out conclusions concerning questions and facts. Understands provision for alternates in the code.
- Demonstrate reasonable judgment in application of the code.
- Understand reasons and intent of the code and communicating this to the public.
- Provide good customer service.
- Comply with safety requirements of the position and actively promote safe work practices.
- Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation with a High School diploma or G.E.D and three years related experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing and Other Requirements:

Positions in this classification are required to possess a valid driver's license and ability to meet the City's driving standards.

The following certifications and/or licenses may also be required:

Plans Examiner I: State of Oregon “B” Level Plans Examiner Certificate; CABO (1 and 2 Family) Plans Examiner and CABO Mechanical Inspection.

Plans Examiner II: State of Oregon “A” Level Plans Examiner Certificate; State of Oregon Building Official Certificate; State of Oregon “A” Structural and Mechanical Inspector’s Certificate; Fire and Life Safety Examiner’s Certificate; CABO (1 and 2 Family) Plans Examiner and CABO Mechanical Inspection.

Physical and Mental Demands

Frequent repetitive motions including, but are not limited to, hand, wrist and finger movements; daily walking, reaching, standing, talking, hearing and seeing. Moderate Physical Work: Must be able to move objects by exerting up to (20) pounds of force frequently, and/or up to (10) pounds of force consistently.

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 depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Department Director **Date**

Human Resources Director **Date**

Employee **Date**

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.