



CITY OF PORTLAND

# Commercial Plans Examiner

## FREQUENTLY ASKED QUESTIONS Commercial Plans Examiner Qualifications

### Where can I find a job description for a City of Portland Commercial Plans Examiner?

Job descriptions for City jobs are posted on the Bureau of Human Resources' web page, here: <http://www.portlandonline.com/omf/index.cfm?&c=28266>

### What specific qualifications are needed?

1. Knowledge of building materials and construction methods.
2. Ability to communicate effectively in a professional and friendly manner with a diverse population having a wide range of design/construction industry expertise.
3. Ability to review plans, identify code deficiencies, offer solutions and make decisions in a fast-paced environment.
4. Skill in reading, interpreting and explaining technical information and code requirements by oral, written or graphic means.
5. Skill in prioritizing, multi-tasking and time management.
6. Knowledge of the Oregon Structural Specialty Code, Oregon Residential Specialty Code, Oregon Mechanical Specialty Code, and other applicable construction codes, and possess or be in the process of obtaining the following certifications: (Applicants who do not yet have this certification may apply; however, applicants must possess the following certifications prior to an offer of employment, unless otherwise noted on this announcement. The certification process may take several months, so applicants must be in the process of obtaining certifications at the time of application.)

Applicants must also possess at time of application unless indicated differently:

1. Valid driver's license and an acceptable driving record;
2. Oregon Inspector Certification (OIC) within 60 days of date of appointment; and
3. Oregon A-level Plans Examiner or ICC certification as a Building Plans Examiner and
4. Oregon Residential Structural Plans Examiner or ICC certification as a Residential Building Inspector; and
5. Oregon Fire and Life Safety Plans Examiner or ICC certification as a Fire Plans Examiner.

Persons using ICC certifications to qualify for this position shall have a minimum level of experience as specified below:

1. Two years of construction, design or inspection related experience or its equivalent; or
2. A one-year Certificate of Completion from a building Inspection Technology program and one year of construction, design or inspection related experience; or
3. A two-year Associate degree in Building Inspection Technology or its equivalent; or
4. Registration as a registered Oregon architect or certified Oregon professional engineer; or
5. A bachelor or master's degree in architecture, civil engineering or structural engineering.

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**What if I have questions about how to take exams for Oregon Plans Examiner certifications?**

To learn about how to qualify for and schedule exams for Oregon plans examiner certifications, please contact:

Tiffani Alexander, Certification Specialist  
Building Codes Department  
State of Oregon  
(503) 373.1248  
[Tiffani.k.alexander@state.or.us](mailto:Tiffani.k.alexander@state.or.us)

Information about Oregon Plans Examiner certifications and exams can also be found here, on the State's web site:

[http://licenseinfo.oregon.gov/?fuseaction=agencies&link\\_agency=11215](http://licenseinfo.oregon.gov/?fuseaction=agencies&link_agency=11215)

**Where do I look for information about exams for International Code Council (ICC) certifications?**

You can find information in the ICC National Certification Examination Information Bulletin, located here:

[http://www.iccsafe.org/Accreditation/Bulletins/National\\_Certification\\_EIB-CBT.pdf](http://www.iccsafe.org/Accreditation/Bulletins/National_Certification_EIB-CBT.pdf)

**Who can answer my questions about working as a Commercial Plans Examiner in the Bureau of Development Services at the City of Portland?**

Please contact:

Terry Whitehill, Plan Review Section Manager  
(503) 823-7639 or  
[Terry.Whitehill@PortlandOregon.gov](mailto:Terry.Whitehill@PortlandOregon.gov)

**Where can I find some information about how to apply for jobs with the City of Portland?**

Check out the *City of Portland Online Career Center*: [www.PortlandOnline.com/jobs](http://www.PortlandOnline.com/jobs). The Bureau of Development Services (BDS) has posted some "Helpful Hints" on their web site: <http://www.portlandonline.com/bds/index.cfm?c=47179>. Additional information about the Neogov online application system can be found here: <http://www.portlandonline.com/omf/index.cfm?c=54930>

**What do I need to know about applying for jobs with the Bureau of Development Services (BDS)?**

BDS in partnership with the Bureau of Human Resources hosts optional "Information Sessions" when there are open recruitments. Details about the date, time, and location of Info Sessions are published in job announcements. At the Info Sessions, the hiring managers describe the position and the work in detail, and they answer questions from applicants. Representatives from the Bureau of Human Resources and BDS attend to explain some "helpful hints" for navigating the application and interview processes, and they also answer questions. Over the past several years, BDS has received feedback from many applicants that the Info Sessions are very valuable, and BDS strongly recommends that potential applicants attend Information Sessions during open recruitments.

January 29, 2013