

## Plans Examiner

FLSA Status: Covered  
Bargaining Unit: District Council of Trade Unions (DCTU)

### General Summary

Positions in this broad class are responsible for reviewing building plans for compliance and conformance with Local, State, and Federal codes and regulations governing the construction or alteration of commercial and residential structures.

### Plans Examiner (Residential) - 30000230

#### Distinguishing Characteristics

The entry level of this class typically performs plan review for residential structures. It is distinguished from the Plans Examiner (Commercial) in that the majority of the work is performed on residential structures regulated by the Oregon Residential Specialty Code including one and two family dwellings, townhouses and row houses, excluding apartment buildings.

#### Typical Duties/Examples of Work

1. Meets with applicants at the service counter to receive construction documents and permit applications for residential structures regulated by the Oregon Residential Specialty Code; reviews plans, specifications, calculations and other documents for completeness of information, accuracy, and conformance with applicable local, state and federal codes and regulations; computes fees; advises designers, builders, and the general public on procedures and code interpretation at the counter, in follow-up meetings, or by telephone.
2. Examines residential building plans for building code requirements, including location on property, structural adequacy, fire-walls and fire rating of materials, egress requirements, stair and guardrail construction, smoke detection, minimum room sizes/dimensions, light and ventilation requirements, energy codes, weather-proofing and decay prevention, flood plain requirements, and other issues.
3. Interprets and applies a wide range of code requirements, policies and procedures; assists in finding solutions that meet code intent; communicates legal and technical requirements to a diversity of people of varying skill levels and backgrounds; maintains professional working relationships.
4. Writes check-sheets identifying required corrections and necessary additional information; determines need for review by other departments; contacts applicants, answers questions and assists applicants in writing appeals; re-reviews plans for final approval.

5. Reviews the structural design of most residential buildings, including wind and seismic loading and all components of the load path, for structural adequacy and code compliance.
6. May participate in a training program to expand knowledge and skills as necessary to advance to the Commercial Plans Examiner level, including classroom and/or on-the-job training; may also assist in training other staff to qualify as Residential Plans Examiners.
7. Reviews building plans with field inspectors to assist them in resolving code problems encountered during construction.
8. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: Oregon Residential Specialty Code; residential design, methods, materials, and construction practices; vertical load analysis and lateral bracing design; applicable local, state and federal laws, rules and regulations pertaining to residential building codes; applicable requirements of other Bureaus.

Ability to: handle a large volume of customers; provide efficient and effective customer service to a diverse population having a wide range of expertise; foresee and resolve conflict; understand and explain City policies and the review process; prioritize tasks per Bureau guidelines; maintain a responsible schedule and time-line through the review process; be flexible.

Skill in: reading and interpreting architectural and structural plans, property descriptions, and contour and quarter section maps; reading and interpreting building-related codes and standards; explaining technical information and code requirements by oral, written, and graphic means; the application of algebra, geometry and basic engineering principles of static structural analysis; establishing and maintaining effective working relationships with other employees, applicants, builders, designers, and the general public; time management; word processing, e-mail, voice-mail, and computerized permit processing.

**Special Requirements**

- Valid driver's license and an acceptable driving record may be required for some assignments; and
- Oregon Inspector Certification (OIC) within 60 days after date of hire; and Oregon Residential Plans Examiner Certification (CAX)

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

3220 Bldg Plan Examiner I Adopted: 06-15-76 Revised: 10-16-84; 12-06-91; 11-10-93

Revised: 1-23-03 Changed word in certification title from CABO to International

Revised: 10-18-04

Revised: 04-26-06 Updated to reflect changes in State-mandated certification requirements.

June 2009 - Change Job Class number from 3220 to 30000230, due to system change.

October 2012

- Updated certifications due to changes made by the State of Oregon.
- Allow 60 days to obtain OIC

Revised: 10-25-17 Updated special requirements.

**Plans Examiner (Commercial) - 30000231**

**Distinguishing Characteristics**

The journey level typically performs plans review of all building types, including tenant improvement and residential projects, has generally developed broad expertise in one or more areas of plan review or customer service, and has demonstrated a high level of technical and professional knowledge, skills and proficiencies.

**Typical Duties/Examples of Work**

1. Reviews permit applications and construction documents for all types of building uses and all construction types to verify adequacy for review by the Bureau of Development Services and other development review agencies; sets up initial scope-of-work description.
2. Reviews construction documents for all types of buildings for compliance with the state building codes and other applicable city, state and federal regulations, including standards for structural adequacy, energy conservation and accessibility; reviews the occupancy, use and construction type of new buildings.
3. Reviews design feasibility and construction options at schematic design phase. Advises architects/design professionals, owners, and others on code minimum requirements, and identifies alternative options to meet code intents during all phases of the design process. Assists with solutions to plan review issues and code deficiencies; may conduct occasional on-site visits to verify conditions.
4. Answers questions and interprets complex code, legal, technical, and procedural concepts orally, graphically, and in writing to a diversity of technical and non-

technical people with a wide range of expertise; resolves conflicts; schedules and conducts meetings to answer questions and facilitate service.

5. Advises a wide range of professionals and non-professionals on the development review process.
6. Trains and instructs entry-level Plans Examiners in review techniques, bureau and city procedures and computer system; may develop and present training in specialty areas to professional design groups or others; proposes new codes, policies, or procedures to provide guidance, clarity and maintain interpretive consistency.
7. Works with building inspectors, contractors and design professionals after plan review to resolve code issues encountered during construction; facilitates review of future construction and tenant improvement work.
8. Performs related duties as assigned.

### **Required Knowledge, Skills and Abilities**

Knowledge of: Oregon Specialty Codes; International Building, Mechanical and Residential Codes, and other applicable construction codes; engineering principles including static design and strength of materials; design practices and construction methods and materials for residential and non-residential structures; historical Building Code application and correlation to current construction practices; applicable local, state and federal laws and applicable Bureau and City policies.

Ability to: resolve code issues with contractors and designers; train and instruct entry level examiners; handle a large volume of customers; provide efficient and effective customer service to a diverse population having a wide range of expertise; foresee and resolve conflict; understand and explain City policies and the review process; prioritize tasks per Bureau guidelines; maintain a responsible schedule and time line through the review process; be flexible.

Skill in: training others; reading and interpreting architectural and structural plans, property descriptions, and contour and quarter section maps; reading and interpreting building-related codes and standards; explaining technical information and code requirements by oral, written, and graphic means; the application of algebra, geometry and basic engineering principles of static structural analysis; establishing and maintaining effective working relationships with other employees, applicants, builders, designers, and the general public; time management, word processing, e-mail, voice mail, and computerized permit processing.

### **Special Requirements**

- Valid driver's license and an acceptable driving record may be required for some assignments;

- Oregon Inspector Certification (OIC) within 60 days after date of hire; and
  - Structural Plans Examiner – A-level (PEA); and
  - Residential Plans Examiner (CAX); and
- Oregon Fire and Life Safety Plans Examiner (PEF)

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes:

3221 Bldg. Plan Examiner II Adopted: 07-20-76

Revised: 10-16-84; 12-06-91; 11-10-93

Revised: 1-23-03 Changed words in certification title from CABO and Uniform to International

Revised: 10-18-04

Revised: 4-26-06 Updated to reflect changes in State-mandated certification requirements.

June 2009 - Change Job Class number from 3221 to 30000231, due to system change.

October 2012

- Certifications updated due to changes made by the State of Oregon
- Allow 60 days to obtain OIC
- Added abilities and skills from Residential Plans Examiner
- Removed 24 months to get Fire Life Safety certification

Revised: 10-25-17 Updated special requirements.

**Plans Examiner, Senior - 30000232**

**Distinguishing Characteristics**

The senior journey level of the class typically leads the work of subordinate plan examiners and trainees, administers a specific program related to plan review, or performs plan review for very complex projects. It differs from Plans Examiner (Commercial) by the complexity of the work and/or having responsibility for monitoring the work of other Plans Examiners, including assigning work, and monitoring results for quality and consistency. Senior Plans Examiners may provide advice and assistance in the solution of complex or unusual plan review cases and/or may have responsibility for administering a specific complex program. The senior acts as liaison to other work groups within and outside the Bureau.

**Typical Duties/Examples of Work**

1. Provides lead direction to subordinate plan examiners and trainees as formally assigned, including scheduling, coordinating, assigning, reviewing and overseeing

the completion of a variety of work, including the enforcement of relevant state and local codes and City and Bureau policies and interpretations.

2. Develops, teaches and revises training programs for plans examiners; may provide training for design professionals or others.
3. Performs quality control reviews to ensure consistency of code application.
4. Works with other Plans Examiners to improve customer service.
5. May advise Plans Examiners regarding complex or unusual plan reviews.
6. May administer specific programs related to plan review issues.
7. Identifies problems with the plan review process by performing regular process reviews or field inspections; provides solutions by developing protocols, procedures, and schedules.
8. May develop, maintain, review, edit, and revise City building codes, bureau policies and procedures, Administrative Rules, Code Guides, and/or Program Guides.
9. Performs related duties as assigned.

**Required Knowledge, Skills and Abilities**

Knowledge of: effective principles and practices of leadership; the Oregon Specialty Codes; International Building, Mechanical and Residential Codes, and other applicable construction codes; engineering principles including static design and strength of materials; design practices and construction methods and materials for residential and non-residential structures; historical Building Code application and correlation to current construction practices; applicable local, state and federal laws and applicable Bureau and City policies.

Ability to: schedule and assign work to others; make decisions following team input; represent sections concerns in forums with other Bureau work units and City Bureaus; handle a large of volume of customers; provide efficient and effective customer service to a diverse population having a wide range of expertise; foresee and resolve conflict; understand and explain City policies and the review process; prioritize tasks per Bureau guidelines; maintain a responsible schedule and time line through the review process; be flexible.

Skill in: demonstrating techniques to others; providing training to others; providing lead direction to staff; reading and interpreting architectural and structural plans, property descriptions, and contour and quarter section maps; reading and interpreting building-related codes and standards; explaining technical information and code requirements by oral, written, and graphic means; the application of algebra, geometry and basic

engineering principles of static structural analysis; establishing and maintaining effective working relationships with other employees, applicants, builders, designers, and the general public; time management; word processing, e-mail, voice mail, and computerized permit processing.

**Special Requirements**

- Possess a valid state driver’s license and an acceptable driving record may be required for some assignments; and
- Inspector Certification (OIC) within 60 days after date of hire; and
- Oregon Structural Plans Examiner – A-level (PEA); and
- Oregon Residential Plans Examiner (CAX); and
- Oregon Fire and Life Safety Plans Examiner.

**Classification History:**

Adopted: 2-03-99:

Class created as a result of DCTU Classification and Compensation Study 1998-99. This class is composed of the following classes: 3225 SR Bldg.

Plan Examiner Adopted:

07-15-98

Revised: 10-18-04

Revised: 04-26-06 Updated to reflect changes in State-mandated certification requirements.

June 2009 - Change Job Class number from 3225 to 30000232, due to system change.

October 2012

- Certifications updated due to changes made by the State of Oregon
- Allow 60 days to obtain OIC
- Added KSA’s from Residential & Commercial Plans Examiners
- Removed 24 months to get Fire Life Safety certification

Revised: 10-25-17 Updated special requirements.

**Working Conditions**

Work in this class is typically performed in an office with occasional site visits; requires the ability to lift up to 25 pounds.