

PLANS EXAMINER 1

DEFINITION

To examine residential and accessory buildings for compliance with applicable state and local codes and ordinances; and to perform related work as required.

CLASS CHARACTERISTICS

This is the entry level class in the Plans Examiner series. This class is distinguished from the Plans Examiner 2 by the performance of the more routine tasks and duties assigned to positions within the series including reviewing plans for buildings and structures within the limits of specified Plans Examination certification.

SUPERVISION RECEIVED AND EXERCISED

Receives 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 buildings for compliance with the State Structural and Mechanical Specialty codes.

Reviews plans for compliance with County zoning requirements; identifies plans deficiencies and notifies applicants of required modifications.

Approves original or revised residential and accessory plans.

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

Records and files applications and plans received.

Determines applicable fees and issues permits.

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 construction.

Structural integrity criteria and tables.

Building permit processes.

State Structural and Mechanical Specialty codes related to residential construction.

Pertinent County codes and ordinances.

Modern office procedures, methods and computer equipment.

Ability to:

Interpret building plan specifications and detect design faults.

Interpret and explain complex codes.

Perform mathematical computations.

Maintain accurate and complete records.

Handle 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:

Three years of increasingly responsible experience in the design or construction of residential buildings including one year of 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 C-Level Plans Examiner certificate from the State of Oregon.