



Planning and Building Department

P.O. Box 970 • 414 E First Street • Newberg, Oregon 97132
503-537-1240. Fax 503-537-1272 www.newbergoregon.gov

CITY OF NEWBERG INVITES APPLICATIONS FOR **PLANS EXAMINER II**

**Starting salary \$4,477/mo. with potential steps to \$5,733/mo.
with benefits package**

THE POSITION

The Plans Examiner II provides advanced building plan review for compliance with applicable building codes on both commercial and residential projects. The Plans Examiner also assists customers, coordinates permit issuance, inspects permitted projects, and assists with enforcement of building codes. The position is a regular full time position.

MINIMUM QUALIFICATIONS

The candidate must have the following certifications:

Oregon inspector, fire and life safety plans examiner, A-level structural plans examiner, residential structural plans examiner, A-level mechanical inspector, along with required continuing education.

Additional certifications are preferred, including residential building inspector, A-level structural inspector, residential plumbing inspector, manufactured structure installation inspector, and residential mechanical inspector. Ability to obtain certifications in an agreed upon time frame may be considered.

Graduation from a high school or GED equivalent, supplemented by two years of post-secondary college or technical instruction in building technology, construction management, mechanical, plumbing or building construction.

Two years of experience in general construction or related fields.

Any equivalent combination of education and experience.

A valid state driver's license, or ability to obtain one by start of employment, is required.

SELECTION PROCESS

Formal application, rating on education, training and experience; oral interview and employment reference check; job related tests may be required. A successful criminal background check will be required.

The job description is designed to give general information and is not all-encompassing.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the

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position if the work is similar, related or logical assignment to the position.

The 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.

APPLICATION PROCESS

A City application form is required. A résumé may be attached. Applications are available from:

City of Newberg
Human Resources Department
Online Application at www.newbergoregon.gov
mail: PO Box 970
location: 414 E. First Street
Newberg, OR 97132
503-537-1261

<p>Closing Date: Monday, July 1, 2013, 4:30 P.M. Applications must be received by the City no later than 4:30 P.M. on this date. The deadline may be extended if a candidate is not selected.</p>
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Persons selected for interviews will be notified.

***The City of Newberg is an Equal Opportunity /Affirmative Action Employer
and a Drug & Violence Free Workplace***

This employment opportunity is open to all persons without regard to race, color, religion, national origin, age, sex, marital status, political affiliation, veterans' status, physical or mental disability, sexual orientation, gender identity or any other status protected by federal, state or local laws.