

CITY OF NEWBERG

POSITION DESCRIPTION

Class Title:	Plans Examiner II	Range Number:	157
Department:	Planning & Building Department	Location:	City Hall
Section:	Building	Date:	June 2013

GENERAL PURPOSE:

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.

SUPERVISION RECEIVED:

Works under the general supervision of the Building Official.

SUPERVISION EXERCISED:

May supervise the work of other plans examiners and cooperative work experience (CWE) students. In the absence of the Building Official, the Plans Examiner will supervise the Building Division staff as the acting Building Official.

DISTINGUISHING CHARACTERISTICS:

This class is distinguished from Plans Examiner I by greater responsibility, independence and complexity of assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties; Answers questions regarding building codes and requirements.

Examines building proposals of all types to determine compliance with code requirements and related regulations.

Reviews and evaluates proposed building plans and specifications blueprints to insure that proposed construction complies with building, plumbing, mechanical, fire, environmental, flood hazard, design, energy, barrier free requirements, clearing, grading, filling and related codes.

Applies valuations and permit costs for new projects based on codes, regulations and policies.

Coordinates activities with building official, inspectors, planners, engineers, fire inspectors and other agency staff.

Performs research on codes and ordinances as assigned to evaluate and recommend improvements to codes and ordinances. Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.

Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Performs plan reviews, inspections, and enforcement actions.

PERIPHERAL DUTIES:

Performs the duties of a building, mechanical, and plumbing inspector, as qualified and required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

Any equivalent combination of education and experience which provides the applicant with the knowledge skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be:

Graduation from a high school or GED equivalent, supplemented by two (2) years of post-secondary college or technical instruction in building technology, construction management, mechanical, plumbing or building construction.

Two (2) years of experience in general construction or related fields.

Any equivalent combination of education and experience.

Knowledge of:

Thorough knowledge of uniform building codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry. Working knowledge of carpentry, cement, mechanical, or plumbing work, and skill in applying knowledge of national uniform building codes.

Structure of City government as well as the roles of other government agencies as they relate to the City.

Ability to:

Work independently with little supervision, prioritize workload and meet tight time lines, self initiate, set goals, organize, plan and coordinate projects, establish procedures and anticipate and implement changes as needed.

Make independent decisions and exercise judgment consistent with appropriate policies, procedures and techniques.

Read, understand, interpret and apply provisions of procedures, laws, ordinances and technical documents.

Recognize, analyze and recommend workable solutions to problems.

Ability to establish effective working relationships with employees, contractors, developers, architects, engineers, owners, and the general public; Ability to read and understand complicated plans and blueprints; Ability to communicate effectively orally and in writing;

Operate listed tools and equipment.

Handle stressful situations.

LICENSES, CERTIFICATES, AND OTHER REQUIREMENTS:

Must possess a valid State of Oregon driver's license or have the ability to obtain one prior to employment.

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.

TOOLS AND EQUIPMENT USED:

Personal computer including word processing, spreadsheet software, permit software, email, internet, and computer scheduler; scanner; copy machine; fax machine; phone; calculator; pencil; ruler; measuring tape; passenger vehicle or pick-up.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit.

The employee must occasionally lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

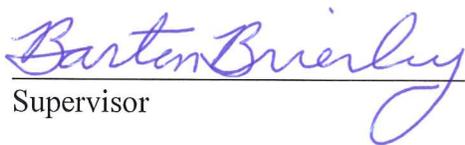
SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; written exercise; and criminal background check. Job related tests may be required.

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

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

APPROVAL



Supervisor



Appointing Authority

Effective Date: June 2013