

LINN COUNTY CLASSIFICATION

TITLE: PLANS EXAMINER I

NUMBER: 305

PAY RANGE: 17

CATEGORY: OPEU

APPROVAL ORDER

NUMBER: 2000-247

DATE: June 7, 2000

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Examines and recommends corrections to building plans, assists the general public in obtaining permits and compliance with the requirements of the building codes, inspects construction in progress for compliance with County and State Building Code Standards.

SUPERVISION RECEIVED: Works under the general supervision of the Building Official who outlines assignments and reviews work through observation, conference and analysis of reports.

SUPERVISION EXERCISED: Supervision is not a regular responsibility of positions in this classification but an incumbent will be expected to take leadership in assisting less experienced inspectors on training assignments or inspections of a difficult or unusual nature.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Authorize work related to buildings and other structures of all complexities.
2. Review plans during the permit application process for compliance with State Building Codes.
3. Answer questions and review plans with the public, contractors, engineers, designers and architects regarding building codes.
4. Make field inspections on projects where qualified, demonstrated through possession of Building Code Agency Certifications in a manner, which insures compliance with the State Building Code and related County Codes.
5. Complete inspection forms, maintain a daily log of activities, prepare correspondence and notices of correction for appropriate remedy of deficiencies.
6. Investigate violations and complaints, prepare official reports, particularly checking hazardous conditions.
7. Set inspection and/or plan review routine for the day.
8. Provide the general public with information regarding building regulations and the procedures required insuring compliance.

9. Develop and maintain effective, harmonious and reasonable work relationships with others.
10. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

11. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of building construction, structural design, materials and methods and the State Building Codes; the ability to detect code deficiencies in qualified areas indicated by Building Code Agency certifications, the ability to read and interpret plans and specifications and to reconcile them with construction in process; and the ability to establish and maintain cooperative relations with contractors, the general public and other county employees.

EXPERIENCE, EDUCATION AND TRAINING: Graduation from a senior high and a minimum of two years experience as a Plans Examiner and Inspector in a jurisdiction recognized by a model code group -- International Conference of Building Officials (ICBO), Building Officials and Code Administrators (BOCA) or Southern Building Code Congress International (SBCCI), or one year of experience and an Associate's Degree in Building Inspection Technology, or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL QUALIFICATIONS: Possession of A and C Level Plans Examiner and Fire and Life Safety State of Oregon Certifications, two State C Level Building Inspector Certifications plus Manufactured Home Inspector Certification. Also, possession of a valid motor vehicle operator's license and an acceptable driving record at the time of appointment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is generally performed in the office and at construction sites. A person must have the ability to inspect buildings where climbing and crawling in confined spaces and at elevated heights is required. Work requirements include being able to see, talk and hear, sit and stand, walk, bend, stoop and the ability to lift, move and/or carry up to fifty pounds and use hands to finger, handle or operate office tools or controls or equipment, and reach with hands and arms.