



CLASSIFICATION NO. 896
Established: 3/07
Revised: 12/07, 8/17
FLSA: Exempt
EEO: 3

PLANS EXAMINER SUPERVISOR

CLASS CHARACTERISTICS

Under general direction, to supervise and coordinate the work of assigned staff performing review of industrial, commercial and 1 and 2 family dwelling building plans for compliance with the State of Oregon Structural and Mechanical Specialty Codes; to perform fire and life safety plan reviews and inspections; to resolve technical and code interpretation questions and provide training; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The Building Codes Division within the Department of Transportation and Development is responsible for administering the State of Oregon building and related codes and Clackamas County ordinances and regulations.

The Plans Examiner Supervisor is responsible for the coordination and supervision of staff within the Plans Examiner section, including the implementation of the division's goals, objectives, policies and procedures. The incumbent performs and supervises the review of plans for all types of residential and commercial structures.

The Plans Examiner Supervisor is distinguished from the Plans Examiner A by the latter's lack of responsibility for supervision and training. It is also distinguished from the Structural Engineer classification by the latter's registration as a professional engineer and responsibility to review building projects and mechanical systems of all sizes, types and complexities with no exceptions.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Supervises and participates in the hiring of Plans Examiner staff; approves leave, overtime, and signs timecards; directs section meetings; prepares performance evaluations; recommends and administers initial steps of progressive discipline; processes and responds to grievances; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; motivates employees to provide quality service to citizens.
2. Reviews building plans for compliance with structural, mechanical, and fire and life safety codes; reviews fire sprinkler and fire alarm system installation plans; reviews other types of plans and specifications related to a project; forwards comments to contractors or other interested parties as needed.
3. Assists in solving code related problems during both plan review and construction stages; evaluates and advises on alternative methods or materials to satisfy code requirements.

4. Plans, organizes, and supervises the work of regular and contracted Plans Examiners; assigns plans examiner section workload; develops and monitors plan review time lines; ensures that projects are completed on time; reviews work upon completion and provides quality control; assists Building Codes Administrator in maintaining development review guidelines; communicates policies and monitors application.
5. Coordinates with the Structural/Mechanical Inspector Supervisor on issues related to plan review and inspections; assists with field inspections as needed.
6. Holds pre-submittal meetings with architects, engineers, builders, owners and personnel from other divisions of the Department on complex projects.
7. Resolves conflicts related to plan review and inspections with employees and customers.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: State of Oregon structural and mechanical specialty, fire/life safety and residential codes provisions.

Working knowledge of: Personnel management principles and practices; participative management theories; basic principles and practices of civil, structural and mechanical engineering; building construction methods and materials; County field inspection procedures and practices; County permit process and zoning regulations; English grammar and composition.

Skill to: Supervise the work of assigned staff; communicate effectively both orally and in writing; direct staff in continuous efforts to improve quality, productivity and effectiveness; incorporate team participation in decision making; hire, train, evaluate, and discipline personnel; respond to changes desired by citizens and County staff; elicit the cooperation of builders, design professionals, contractors and other concerned parties; maintain and complete accurate records; read and understand building plans, maps, legal descriptions, and zoning laws; operate office equipment, including personal computers and software applications.

WORKING CONDITIONS

Duties in the field require squatting, kneeling, balancing, climbing, and the ability to lift, carry, push, and pull objects. Duties also involve exposure to loud noises, moving traffic, slippery and/or uneven surfaces, working at heights on ladders and roofs, confined crawl spaces, and adverse weather conditions.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: A minimum of five (5) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

Oregon Inspector Certification (OIC) **and:**

- State of Oregon Fire and Life Safety (PEF)

- State of Oregon A-level Plans Examiner (PEA)
- State of Oregon Residential Plans Examiner (CAX)
- A-level Structural Inspector (SIA)
- A-level Mechanical Inspector (MIA)
- Residential Structural Inspector (CAS)

-OR-

The following International Code Council (ICC) national certifications **and** be able to provide documentation showing the appropriate experience as outlined by the Oregon State Building Codes Division in order to convert these certifications to Oregon Certifications **or** be registered to take the necessary Oregon State Building Codes Division training class in order to convert the ICC certifications within six (6) months of hire, to Oregon Certifications:

- ICC Building Plans Examiner (B3)
- ICC Fire Plans Examiner (F3)
- ICC Commercial Building Inspector (B2)
- ICC Commercial Mechanical Inspector (M2)
- ICC Residential Building Inspector (B1)
- ICC Residential Mechanical Inspector (M1)

-OR-

The following State of Oregon legacy certifications:

- State of Oregon A-Level Plans Examiner
- State of Oregon Fire and Life Safety Plans Examiner
- State of Oregon A-level Structural Inspector
- State of Oregon A-level Mechanical Inspector
- State of Oregon 1 and 2 Family Plans Examiner
- State of Oregon 1 and 2 Family Structural Inspector
- State of Oregon 1 and 2 Family Mechanical Inspector

PRE-EMPLOYMENT REQUIREMENTS

Employment is contingent upon passing a post-offer physical assessment. Accommodation requests will be reviewed on an individual basis in compliance with State and Federal legislation.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 7/16