



CLASSIFICATION NO. 906
Established: 11/90
Revised: 4/13, 9/15, 8/17
FLSA: Non-Exempt
EEO: 3

PLANS EXAMINER - COMMERCIAL

CLASS CHARACTERISTICS

Under general supervision, to review multifamily, industrial, commercial, and occasionally, 1 and 2 family dwelling building plans for compliance with the State of Oregon, Structural and Mechanical Specialty Codes and the Oregon Fire Code; to perform fire and life safety inspections and plan reviews; 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-Commercial reviews plans for building projects and mechanical systems of all types, sizes and complexities.

The Plans Examiner - Commercial is distinguished from the Plans Examiner -Residential by the latter's responsibility to review building projects and mechanical systems of limited size and complexity, such 1 and 2 family dwellings, related accessory buildings and similar projects. It is distinguished from the Structural Engineer classification by the latter's registration as a professional engineer and responsibility to review the structural systems and elements for building projects and mechanical systems of all sizes, types and complexities.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Reviews building plans for compliance with commercial 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 commercial, industrial, and multifamily construction projects; reviews 1 and 2 family dwelling projects as needed.
2. Performs field inspections when required on specific projects, singly or jointly with field inspectors and fire service; writes inspection reports, noting approvals, disapprovals and/or corrections needed; places "stop work" orders as necessary.
3. Assists in solving code related problems during both plan review and construction stages with homeowners, contractors and design professionals; evaluates and advises on alternative methods or materials to satisfy code requirements.
4. Cooperates with fire prevention officials on projects in their districts during plans review and inspection stages.
5. Participates in preliminary project meetings with architects, engineers, builders, owners and personnel from other divisions or agencies.
6. Provides codes and permits related information to the public.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: State of Oregon Structural and Mechanical Specialty Codes, the Oregon Fire Code, and other fire and life safety code provisions and standards.

Working knowledge of: State of Oregon Residential Specialty Code; 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: Communicate effectively and respectfully, both orally and in writing; establish and maintain effective working relationships; elicit the cooperation of builders, design professionals and other concerned parties; maintain complete and accurate records; read and understand building plan details, including specifications, calculations and details; read and understand maps, legal descriptions and zoning laws; effectively operate computer equipment and software programs utilized by the County.

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: None required.

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