



CLASSIFICATION NO. 907

Established: 11/90

Revised: 9/15, 8/17

FLSA: Non-Exempt

EEO: 3

PLANS EXAMINER - RESIDENTIAL

CLASS CHARACTERISTICS

Under general supervision, to review 1 and 2 family dwelling building plans and plans for related accessory structures for compliance with the State of Oregon Residential Specialty Code; 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 building and related codes and Clackamas County ordinances and regulations.

The Plans Examiner-Residential reviews plans for buildings of limited size and complexity such as 1 and 2 family dwellings, related accessory structures, and similar projects.

The Plans Examiner-Residential differs from the Plans Examiner-Commercial by the latter's responsibility to review building plans of all types, sizes and complexity.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Reviews residential building plans for compliance with residential structural, mechanical, and life safety codes; reviews other types of plans and specifications related to residential construction projects; writes plans review letters, and other correspondence, presenting necessary Code related corrections.
2. Performs residential field inspections when required as back-up to field inspection staff and 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 when necessary.
3. Assists in solving code related problems during both plan review and inspections during all construction stages with homeowners, contractors and design professionals; evaluates and advises on alternative methods or materials to satisfy code requirements.
4. Participates in preliminary project meetings with architects, engineers, builders, homeowners and personnel from other divisions and agencies.
5. Cooperates with fire prevention officials on projects in their districts during plan review and inspection stages.

6. Provides codes and permits related information to the public.

REQUIRED KNOWLEDGE AND SKILLS

Thorough knowledge of: State of Oregon Residential Specialty Code including life safety, structural, and mechanical code provisions.

Working knowledge of: State of Oregon Structural and Mechanical Specialty Code; basic principles and practices of structural, civil 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 with builders, design professionals and other concerned parties; maintain and complete accurate records; write plan review letters and inspection reports; read and understand building plans, maps, legal descriptions and zoning laws.

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** the following State of Oregon certifications:
 - Residential Plans Examiner (CAX)
 - 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 Residential Building Inspector (B1)
 - ICC Residential Mechanical Inspector (M1).

-OR-
- The following State of Oregon legacy certifications:
 - 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