



Josephine County, Oregon

Human Resources Office

Josephine County Courthouse
500 NW 6th Street Dept 11 / Grants Pass OR 97526
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

POSITION DESCRIPTION

Job Title: Plans Examiner
Department: 31 Community Development
FLSA Status: Non-Exempt
Job Code: 291A
WC Code: 9410
Effective Date: May 1, 1996
Last Revised: May 9, 2017
Pay Grade: A19
Union: AFSCME

SUMMARY

Performs technical and professional work in examining construction plans and specifications to determine compliance with appropriate codes, ordinances and regulations and accepted engineering practices. An employee in this classification is responsible for the technical study of construction plans and blueprints, diagrams, and specifications for soundness of structural engineering design and adherence to codes. Work is performed under the general supervision of the Building Safety Director who reviews the work primarily through results obtained. Supervision is not normally a responsibility of positions in this classification.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Illustrative Only. Any single position in this classification will not necessarily involve all the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Reviews plans and specifications for all building and related structural construction or alteration including review of engineering/architectural calculations and/or generation of such calculations for compliance with codes.
2. Works with customers to meet Oregon's Specialty code standards and approves plans.
3. Interprets Oregon's Specialty Codes, including supporting documents, and County ordinances and responds to inquiries from professionals and the public.
4. Consults with building inspectors, builders, and owners, in the office and at job sites, on issues arising during construction.
5. Performs building inspections as directed and in accordance with level of inspection certification(s).
6. Prepares and maintains records of plan checks and plan checking procedures.
7. Maintains code-related handouts and instructional material and develops new material, as directed.

SUPERVISORY RESPONSIBILITIES

There are no supervisory responsibilities in this position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Requires considerable knowledge of engineering structural mechanics and materials; fire and life safety and structural codes; modern construction practices and materials. Ability to read and interpret blueprints, plans and specifications; communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees, builders, contractors and the public; comprehend and interpret laws, rules and regulations; work for extended periods of time in office environment and in inclement weather and hazardous conditions when performing inspections; work independently; exercise initiative and judgment in completing tasks; gain cooperation of others through mutual respect of expertise.

EDUCATION AND EXPERIENCE

High school graduation or equivalency; and three years progressively more responsible experience in plans examining, building inspection, structural engineering, or general construction; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

JOB IMPACT

The consequence of error could have an adverse impact on public safety and legal liability due to an accident or property loss where codes were not enforced or in compliance.

TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around interpreting building codes and structural engineering design and determining methods to best achieve compliance and building needs.

JOB CONTACTS

Contacts are with other county departments, builders, architects, engineers, and the public to give and exchange information regarding code compliance and enforcement.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common technical documents/plans, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to perform major structural problem mediation, and, in some instances, deal with difficult customers. Ability to effectively present information to City, County and State departments, local building organizations and builders.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts related to construction drawings such as occupancy areas, tributary areas, load path calculations, beam design, footing design, and the review of engineering documents.

REASONING ABILITIES

Ability to define problems, collect data, establish facts, and draw valid conclusions. Reading and cognitive skills for interpreting plans and codes.

OTHER SKILLS AND ABILITIES

Skill to read and interpret plans, quickly and accurately, and compare with code requirements and to the construction in progress. The use of instruments, equipment, and tools necessary to perform tasks. Ability to establish and maintain pleasant, professional, working relationships with co-workers, the public, property owners, public officials, contractors to enforce the building codes with firmness and tact.

CERTIFICATES, LICENSES, REGISTRATIONS

Possession of the state-required certifications as a Residential Plans Examiner, Residential Structural Inspector and Residential Mechanical Inspector. Additional certifications in plans examining and inspection are desired including, but not limited to, Commercial Mechanical, Commercial Building Inspector, Fire Plans Examiner. Possession of, or ability to obtain, a valid Oregon Driver's License; safe driving record.

BACKGROUND INVESTIGATION

Those employed in this position may be subject to pre-employment drug testing and a background investigation, including but not limited to criminal background investigation. Conviction of a crime will not necessarily disqualify an individual for this classification.

WORK ENVIRONMENT

Work is primarily performed in an office environment which is mainly sedentary with some standing at the counter and periodic field work when performing inspections. Inspections require working in all types of weather including walking, climbing, and crawling in confined areas. Field work environment is in and around structures under construction. Position

is impacted by heavy and uncontrollable workflow and urgent time deadlines caused by seasonality of construction; uncontrollable interruptions and distractions and the need to constantly shift attention to assist the public at the counter and on the phone. Attention to fine detail is required for plans checking and some repetitiveness in plans review.

PHYSICAL REQUIREMENTS

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.

PHYSICAL REQUIREMENTS

Check if required for essential job function	Activity	Never 0%	Occasionally 1-33%	Frequently 34-66%	Continuous 67-100%
<input checked="" type="checkbox"/>	Standing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sitting - 1/2 hour plus	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Moving about work area	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Bending forward	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Stoop position - 1 minute plus	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Climbing stairs - 1 floor	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Crawling - hands & knees	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Reaching overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Lifting strength	# of pounds = 50			
<input checked="" type="checkbox"/>	Lifting	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Patient Lifting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Lifting Overhead	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Moving carts, etc.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Carry items	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Dexterity/Coordination	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Keyboard Operation	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Rapid-mental/hand/eye coord.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Operation of motor vehicle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speech, Vision & Hearing					
<input checked="" type="checkbox"/>	Distinguish colors	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Distinguish shades	Yes: <input checked="" type="checkbox"/> No: <input type="checkbox"/>			
<input checked="" type="checkbox"/>	Depth perception	Describe: Safe driving			
<input checked="" type="checkbox"/>	Ability to hear	Normal Speech Level: yes			
<input type="checkbox"/>	Other Spec. Hearing Req.	Describe:			
Exposure - Environmental Factors					
<input checked="" type="checkbox"/>	Heat	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Cold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Wet Area/Slippery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Dust	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Smoke	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Vibration	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Chemical Solutions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Uneven Area	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Ladder/Scaffold	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Ionization	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Radiation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Body Fluids	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>