

# CITY OF WEST LINN

## JOB DESCRIPTION

**Job Title:** BUILDING PLANS EXAMINER

**GENERAL FUNCTION:**

Performs building plan reviews for all types of structures for compliance with applicable code requirements, application of safe construction practices and other regulations and ordinances relating to the safety, health and welfare of the public. Coordinates with other departments concerning development requirements to ensure consistency with plan permits and provides information to the public and contractors. Performs field site inspections.

*(An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks that an employee may be expected to perform)*

**Duties and Responsibilities:**

1. Contributes to a positive work environment.
2. Maintains a positive relationship with contacts specific to them and positions outside the City organization.
3. Receives and reviews construction plans of all types including single and multi-family residences and commercial and industrial buildings for improvements, modifications, and alterations, checking for compliance with requirements of the Uniform Building, Mechanical, and Plumbing Codes, Fire and Life Safety Code and all other applicable State and local development and zoning codes, regulations, and requirements and for approved materials, appliances, and methods of construction. Plan reviews include but are not limited to building, mechanical systems, plumbing systems, sprinkler systems, ionization systems and demolition plans.
4. Calculates all fees required for the issuance of all building and construction permits; and issues appropriate permits upon collection of fees and approval of building and construction plans.
5. Meets with architects, contractors and members of the public and other departments to review preliminary building and construction plans,

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checking for general compliance with building, fire and life safety codes and other related requirements.

6. Makes field site inspections, verifying compliance with appropriate plans and codes. Issues notices of approval permits and occupancy permits when appropriate.
7. Answers questions from the general public, architects, contractors, and other employees about building and fire and life safety codes, providing interpretations of code requirements.
8. Attends periodic evening meetings, advising boards, committees and commissions of building and related code requirements and specific projects problems in relationship to those code regulations.
9. Reviews and analyzes proposed code changes and or changes to the City's development process and develops reports on impacts of such changes, as requested.
10. Maintains up to date knowledge of codes and ordinances.

#### SPECIFICATIONS:

1. Job Preparation:

Graduation from high school or completion of the equivalent GED certification. Graduation from an accredited college or university in the field of architecture, engineering, or a related field desirable and may substitute for up to two (2) years of general construction experience. Working knowledge of building codes and zoning required. Requires three (3) years of experience as a building inspector with a minimum of two (2) years of experience as a plans examiner. Three (3) years of diverse experience in the construction industry required to enhance duties in a building department. Must have skill in communicating effectively and tactfully in a variety of stressful enforcement situations with the general public, developers, contractors, engineers, and architects, both orally and in writing. Must have ability to and skill in reading, interpreting and analyzing the impact of building and construction related plans, codes, ordinances, regulations, and requirements.

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Specialized skills required are the ability to perform accurate mathematical and structural computations and read building and construction blue prints, plans and related documents. Must have an "A" level plans examiner, structural, mechanical and inspector's certificate from the State of Oregon. Must have a valid driver's license at the time of appointment. An "A" level plumbing inspector or 1-2 Family Dwelling plumbing inspector certification desirable. Must have a valid driver's license at the time of appointment.

Any satisfactory combination of education, experience, and training which ensures the ability to perform the work may substitute for the above.

#### 2. Supervision:

Received:

Receives limited supervision from the Building Official, as needed. Building Official reviews work for effectiveness, results obtained and conformance with applicable codes.

Exercised:

Supervision is not a normal requirement of positions in this classification.

#### 3. Communication:

Relationships maintained outside the City organization are with professional organizations such as ICBO, OBOA, and the Columbia River Chapter of the OBOA.

Contacts made with other City departments include daily contacts with planning and engineering regarding zoning and planning for new and old structures and to coordinate inspections between public (engineering) and private (building) property. Also has occasional contacts with public works for water meter installation.

Contacts with the City's residents is frequent both in the office and in the field answering code related questions and to schedule and perform inspections.

#### 4. Cognitive Functions:

Work is governed extensively by UBC, State and local codes.

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May suggest new policies, procedures, systems and methodologies but is not a responsibility of this job.

Errors made in the normal course of work could result in major consequences including personal injury, property damage, lawsuit or unnecessary cost to contractor or homeowner due to structural failure.

Precedent is available for most problems encountered through past experience, library of code books, other informational literature and manuals and other professionals.

Most tasks involve the use of basic methods but some flexibility and innovation is required to resolve occasional problems and incorporate new construction methods and material and code changes.

Decisions most often made in the course of work include the interpretation of codes and how to apply them to a given situation since each case is slightly different.

#### 5. Working Conditions:

Adverse working conditions are the inclement weather when conducting job site inspections.

Physical risks exposed to include physical injury from working around construction equipment when conducting job site inspections.

Has normal business hours.

#### 6. Resource Accountability:

May be responsible for the safe operation and maintenance of a City vehicle.

Must update inspection records during the course of construction. This information could be used in a lawsuit.

*The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.*