State of Oregon
Department of Administrative Services
Position Description

This Position is:
☐ Mgmt Service-Supervisory
☐ Mgmt Service-Managerial
☐ Mgmt Service-Confidential
☒ Classified
☐ Unclassified
☐ Executive Service

*** PLEASE READ INSTRUCTIONS BEFORE COMPLETING THIS FORM ***
☐ New ☒ Revised

SECTION 1. POSITION INFORMATION

a. Class Title: Plans Examiner, Commercial & Residential
b. Class No.: AT C5391
c. Effective Date: March 1, 2020
d. Position No.: 0004.099
e. Working Title: Plans Examiner
d. Field Services Section
f. Agency No.: 44000
h. Agency Name: DCBS
i. Employee Name: Vacant.
j. Work Location (City-County): Salem - Polk

k. Position: ☒ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
   ☐ Full Time ☐ Part Time ☐ Intermittent ☐ Job Share
l. FLSA: ☐ Exempt ☐ Non-Exempt
   If Exempt: ☐ Exec ☐ Prof ☐ Admin
m. Eligible for Overtime: ☒ Yes ☐ No

SECTION 2. PROGRAM/POSITION INFORMATION

a. Describe the program in which this job exists. Include program purpose, who's affected, size, and scope. Include relationship to agency mission.

The Department of Consumer and Business Services (DCBS) is Oregon’s largest business regulatory and consumer protection agency. The department administers state laws and rules to protect consumers and workers in the areas of workers’ compensation, occupational safety and health, financial services, insurance and building codes.

DCBS consists of the Workers’ Compensation Division; Oregon Occupational Safety and Health Division; Division of Financial Regulation; Building Codes Division; Oregon Health Insurance Marketplace; Ombudsman for Injured Workers and Small Business Ombudsman. The department provides shared services to all divisions through the Director’s Office, Central Services Division, and Employee Services. The department also includes the Workers’ Compensation Board.

The Building Codes Division is responsible for adoption and enforcement of statewide building codes. Codes relate to the construction, reconstruction, alteration, and repair of buildings and other structures and the installation of mechanical, plumbing, and electrical devices and equipment. The division is responsible for examining, certifying, registering, and licensing individuals in 11 professions and issuing operating permits for three industries. The division works with, provides staff support to, and receives advice and counsel from seven boards: Electrical and Elevator Board, Plumbing Board, Board of Boiler Rules, Building Codes Structures Board, Residential and Manufactured Structures Board, Mechanical Board, and Construction Industry Energy Board. In addition to its Salem headquarters, the division maintains two full-service field offices in the state.

The Field Services Section is responsible for performing permitting, plan review and inspection services for the state’s jurisdictions in the electrical, plumbing, structural and mechanical programs. It also provides plan review for the pre-fab program. The section includes operations through the Salem office as well as two full service field offices.
in Coos Bay and Pendleton. This section also provides permitting, plan review and inspection services for various individual projects throughout the state where the state has been chosen as the service provider, and provides service support to local jurisdictions intermittently.

b. Describe the purpose of this position, and how it functions within this program, by completing this statement:

The purpose of this position is to . . .

The Plans Examiner 2 examines construction plans, blueprints, architectural drawings, designs, and other documents, involving structural analysis of large and small commercial and industrial structures, and one & two family dwellings for compliance with complex building, mechanical, plumbing, and fire protection codes; provides code interpretation guidance and council on highly technical engineering issues and technology and advice and problem-solving assistance on technical or problematic issues to division staff and inspectors, building departments, fire departments, architects, engineers, other state agencies and public throughout the State.

SECTION 3. DESCRIPTION OF DUTIES

List major duties. Note percentage of time duties is performed. If this is an existing position, mark "N" for new duties or "R" for revised duties.

<table>
<thead>
<tr>
<th>% of Time</th>
<th>N/R</th>
<th>DUTIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ongoing</td>
<td></td>
<td>Performs duties of the position in a manner which promotes customer service, including treating people with courtesy and respect; follows through on promises/commitments; demonstrates promptness, flexibility and cooperative efforts in problem solving; and explains procedures/technical requirements in a tactful, clear and concise way. The incumbent will also demonstrate effective team participation by showing a willingness to assist and support others; developing a good working relationship with division/department employees; active participation in accomplishing group projects; accepting constructive criticism and suggestions and makes an effort to improve performance; contributes to a positive and productive work atmosphere; promotes diversity in the work force and the performance of duties; and actively participates in a constructive manner to identify and resolve problems. Regular and consistent attendance is essential to meet the demands of this job and provide necessary services. Maintains confidentiality due to nature of work being performed.</td>
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<tr>
<td>60%</td>
<td></td>
<td>Reads, studies, and analyzes construction plans, blueprints, architectural drawings, and specifications on large &quot;complex&quot; and small commercial and industrial structures, and one and two family dwelling structures. Evaluates plans to verify appropriate structural soundness of submitted structural designs; performs structural design computations under seismic loadings for steel, concrete, wood structures, piles foundation (piers &amp; wharfs), for industrial structures; (i.e., saw mills, water/chemical or fuel storage tanks, water/sewer treatment plants), and commercial structures, (shopping centers, public assembly buildings including theaters, stadiums, auditoriums, hospitals and medical facilities, power generation plants, schools and hotels, motels and houses). Evaluates design options and reviews geotechnical reports and seismic design calculations by engineers to ensure code requirements are met. Verifies design specifications, construction methods, proposed materials and proposed Fire and Life Safety code requirements together with fire-sprinkler and fire alarm installation plans. Researches statutes, rules, codes, interpretations, standards, manufacturers' literature, testing agency reports, and other documentation to ensure accurate code application. Works with Field Operations Structural Engineer and Code Development and Compliance Section to address code questions and to develop appropriate code changes and interpretations relating to structural design. Approves designer's, engineer's or architect's plan submittal, or identifies violations and writes a comprehensive report describing areas of noncompliance.</td>
</tr>
<tr>
<td>15%</td>
<td>Answers general inquiries concerning plan reviews from the public and contractors on the requirements of the applicable safety codes, laws rules, and regulations. Reviews and applies changes in laws and codes to inspections and investigations. Gives technical training relevant to structural, mechanical and fire/life safety codes, laws, rules and regulations to owners, manufacturers, contractors, and other industry representatives. Participates in conferences and training sessions.</td>
<td></td>
</tr>
<tr>
<td>15%</td>
<td>Provides technical assistance and advice as requested to other State and Federal agencies such as OEM, DOGAMI, SFM, Office of State Lands, Dept. of Energy, DEQ and FEMA. Represents the Division on various committees and special projects relating to disaster mitigation, etc. May review applicants’ education and experience to verify requirements for certification and licensing. May review examination results with applicants.</td>
<td></td>
</tr>
<tr>
<td>05%</td>
<td>Perform on-site, in-plant, or other inspections determining code compliance and ensuring that structures and installations meet engineering, architectural and mechanical standards for public health and safety. Follows process as required.</td>
<td></td>
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<tr>
<td>05%</td>
<td>Other duties as assigned including assisting staff with various projects/activities to meet the division's work demands. Some travel may be necessary for all BCD positions given that the division operates multiple field offices and periodically must address workload issues.</td>
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<td>100%</td>
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</table>

**SECTION 4. WORKING CONDITIONS**

Describe special working conditions, if any, that are a regular part of this job. Include frequency of exposure to these conditions.

Employees work primarily in an office environment at a drafting table. Inspections will require the Plans Examiner to walk through, climb over, and crawl under structures, and travel within assigned geographic areas in various weather conditions. Working conditions may also include long periods of walking or standing, exposure to various weather conditions and potentially hazardous job sites; may also encounter situations involving frustration, antagonism, anxiety, and deadlines.

Must also travel outside geographic area to attend meetings and training workshops or provide consultation or inspection coverage as needed. Travel and geographical area assignments vary according to business needs and workloads.

a. **Physical Activities**

   ( ) Climbing  ( ) Balancing  ( ) Stooping  
   (X) Kneeling  ( ) Touching  ( ) Crawling  
   (X) Reaching  (X) Standing  (X) Walking  
   (X) Pushing  ( ) Pulling  (X) Lifting (up to 20 lbs.)  
   (X) Fingering  (X) Grasping  ( ) Feeling  
   (X) Talking  (X) Hearing  (X) Repetitive Motions

b. **Physical Requirements**

   (X) Sedentary Work  ( ) Light Work  ( ) Medium Work  
   ( ) Heavy Work  ( ) Very Heavy Work

c. **Visual Activity Requirements**

   (X) Machine Operators (including inspection), Inspection, Close Assembly, Clerical, Administrative  
   ( ) Machine Operators (without inspection), Mechanics, Skilled Trades-People  
   ( ) Mobile Equipment Operators  
   (X) Other / Driving
SECTION 5. GUIDELINES

a. List any established guidelines used to do this job, such as state or federal laws or regulations, policies, manuals or desk procedures.

DCBS Policies & Procedures
BCD Policies & Procedures
Oregon Administrative Rules
Oregon Revised Statutes
Oregon Structural Specialty Code
Oregon Residential Specialty Code
Oregon Mechanical Specialty Code

b. How are these guidelines used to perform the job?

These documents are used to perform work assignments, interpret and apply codes, review building designs and identify and verify violations of code, laws and rules.

SECTION 6. WORK CONTACTS

With whom outside of co-workers in this work unit must this position regularly come in contact?

<table>
<thead>
<tr>
<th>Who Contacted</th>
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<tbody>
<tr>
<td>Public</td>
<td>Public</td>
<td>Public</td>
<td>Public</td>
</tr>
<tr>
<td>Contractors</td>
<td>Contractors</td>
<td>Contractors</td>
<td>Contractors</td>
</tr>
<tr>
<td>Local Officials</td>
<td>Local Officials</td>
<td>Local Officials</td>
<td>Local Officials</td>
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SECTION 7. JOB-RELATED DECISION MAKING

Describe the kinds of decisions likely to be made by this position. Indicate effect of these decisions where possible.

Decisions are made regarding the interpretation and application of the codes to various types of construction installation and/or equipment. Decisions are made regarding the best method to use to gain compliance with codes, laws, rules, standards and policies. Decisions made by the plans examiner impact public safety through ensuring that structural designs, evacuation designs, sanitation, fire protection, and hazardous materials are safe.

SECTION 8. REVIEW OF WORK

Who reviews the work of this position? (Principal Executive Manager E, # 0004.071.) How? How often? Purpose of the review?

Plans Examiner 2 is expected to perform assignments under the general direction and supervision of the Field Services Manager. Work is reviewed through meetings, annually through performance evaluation, completed plan reviews to ensure completeness and accuracy, and occasional communications with the industry being served.
SECTION 9. SUPERVISORY DUTIES  TO BE COMPLETED ONLY FOR POSITIONS IN MANAGEMENT SERVICE

a. How many employees are directly supervised by this position? 0
b. Which of the following supervisory/management activities does this job perform? 0

- [ ] Plans Work
- [ ] Responds to Grievances
- [ ] Hires/Fires (or Effectively Recommends)
- [ ] Hires/Fires (or Effectively Recommends)
- [ ] Disciplines/Rewards
- [ ] Prepares and Signs Performance Appraisals
- [ ] Approves Work
- [ ] Approves Work

SECTION 10. ADDITIONAL JOB-RELATED INFORMATION

Any other comments that would add to an understanding of this position:

The individual shall have and maintain a valid operator’s license and maintain a satisfactory driving record.

SPECIAL REQUIREMENTS: List any special mandatory recruiting requirements for this position:

- OIC Inspector Certification
- Oregon A-Level Structural Plans Examiner Certificate
- Oregon Fire and Life Safety Plans Examiner Certificate
- Oregon Residential Plans Examiner Certificate
- Oregon A-Level Mechanical Inspector Certificate

This position is subject to a Criminal Background Check and a DMV Driving Record check.

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate in what area, how much (biennially) and type of funds:

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. See instructions for detail to be included on the chart.

Employee Signature __________________________ Date ________________ Supervisor Signature __________________________ Date ________________

Appointing Authority Signature __________________________ Date ________________