



STATE OF OREGON
POSITION DESCRIPTION

Position Revised Date:
10/01/2025

This position is:

- ☒ Classified
☐ Unclassified
☐ Executive Service
☐ Mgmt. Svc – Supervisory
☐ Mgmt. Svc – Managerial
☐ Mgmt. Svc - Confidential

Agency: Department of Consumer & Business Services

Facility: Salem | DCBS | Edgewater St

☒ New ☐ Revised

SECTION 1. POSITION INFORMATION

a. Classification Title: Plans Examiner, Residential b. Classification No: C5390
c. Working Title: Plans Examiner, Residential d. PPDB No/WD ID: PPDB: 4.116
WD: 0000001810105
e. Section Title: Statewide Operations, Field Services f. Agency No: 44000
g. Employee Name: Vacant h. Budget Auth No:
i. Supervisor Name: Blaine Curry j. Repr. Code: AT
k. Work Location (City – County): Pendleton – Umatilla

l. Position: ☐ Permanent ☐ Seasonal ☐ Limited Duration ☐ Academic Year
☒ Full-Time ☐ Part-Time ☐ Intermittent ☐ Job Share
m. FLSA: ☐ Exempt If Exempt: ☐ Executive/Supervisory ☒ Yes
☒ Non-Exempt ☐ Administrative ☐ No
☐ Professional ☐ Computer

SECTION 2. PROGRAM AND POSITION INFORMATION

a. Describe the program in which this position 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; Small Business Ombudsman; and Ombudsman for Oregon Workers. The department provides shared services to all divisions through the Director's Office and Central Services Division. The department also provides shared services to the Workers' Compensation Board. DCBS employs 1002 employees and has a biennial operating budget of approximately \$835 million.

The Building Codes Division (BCD) 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.

The division has a biennial budget of approximately \$56.6 million and a staff of 138 employees (2025-27 Legislatively Adopted Budget). The majority of its budget is derived from fees charged for division activities such as permits, certifications, licenses, and code enforcement for which the division bills and receives payment.

The Statewide Operations, 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 and inspections for the pre-fabricated structures program and manufactured home construction within manufactured home plans. The section includes operations through the Salem office as well as a field office in 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 primary purpose of this position, and how it functions within this program. Complete this statement. The primary purpose of this position is to:**

The Plans Examiner 1 examines construction plans, blueprints, architectural drawings, designs, and other documents, involving structural analysis of one & two family dwellings, townhouses and accessory structures for compliance with 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 the major duties of the position. State the percentage of time for each duty. Mark "N" for new duties, "R" for revised duties or "NC" for no change in duties. Indicate whether the duty is an "Essential" (E) or "Non-Essential" (NE) function.

% of Time	N/R/NC	E/NE	DUTIES
Ongoing	NC	E	Perform position duties in a manner which promotes customer service and harmonious working relationships, including treating all persons courteously and respectfully. Engage in effective team participation through willingness to assist and support co-workers, supervisors, and other work-related associations. Develop good working relationships with division and agency staff and supervisors through active participation in accomplishing group projects and in identifying and resolving problems in a constructive manner. Demonstrate openness of constructive feedback and suggestions, in an effort to strengthen work

Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

			performance. Contribute to a positive, respectful and productive work atmosphere. • Foster and promote the importance and value of a diverse, discrimination and harassment free workplace. Respect diversity of opinions, ideas, and cultural differences. Support outreach and diversity related efforts in order to diversify the workforce. • Regular attendance is an essential function required to meet the demands of this job and to provide necessary services. • Maintains confidentiality due to nature of work being performed.
70%	NC	E	Reads, studies, and analyzes construction plans, blueprints, architectural drawings, and specifications on one and two family dwelling, townhouses and accessory structures. Evaluates plans to verify appropriate structural soundness of submitted structural designs; performs structural design computations under seismic loadings for steel, concrete, wood structures regulated by the Oregon Residential Specialty Code. Evaluates design options and reviews geotechnical reports and seismic design calculations by engineers to ensure code requirements are met. 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.
25%	NC	E	Answers general inquiries from other plan reviewers, inspectors, contractors, designers, architects, engineers, and the public on the requirements of the applicable codes, laws, rules, and regulations. Reviews and applies changes in laws and codes. May be asked to give technical training relevant to the Oregon Residential Structural Specialty Code, laws, rules and regulations to owners, manufacturers, contractors, and other industry representatives. Participates in conferences and training sessions. 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.
05%	NC	NE	Other duties as assigned including assisting staff with various projects/activities to meet the division's work demands. While travel is not a routine or expected aspect of this position, some travel may be necessary for all BCD positions given that the division operates multiple field offices and periodically must address workload issues.
100%			

SECTION 4. WORKING CONDITIONS

Describe any on-going working conditions. Include any physical, sensory, and environmental demands. State the frequency of exposure to these conditions.

This position is eligible for remote work on a hybrid basis once the incumbent has gained the proficiency to perform work independently. However - regular, scheduled office hours are also required.

Employees work primarily in an office environment at a computer. 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
☒ Kneeling ☐ Crouching ☐ Crawling
☒ Reaching ☒ Standing ☒ Walking
☒ Pushing ☐ Pulling ☒ Lifting (10-25 lbs.)
☒ Fingering ☒ Grasping ☐ Feeling
☒ Talking ☒ Hearing ☒ Repetitive Motions

b. Physical Requirements

- ☒ Sedentary Work ☐ Light Work ☐ Medium Work
☐ Heavy Work ☐ Very Heavy Work

c. Visual Activity Requirements

- ☒ Machine Operators (including inspection), Inspection, Close Assembly, Clerical, Administrative
☐ Machine Operators (without inspection), Mechanics, Skilled Trades-people
☐ Mobile Equipment Operators
☒ Other – Driving – Must have an acceptable driving record

SECTION 5. GUIDELINES

a. List any established guidelines used in this position, 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 Residential Specialty Code

b. How are these guidelines used?

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 the employee in this position regularly come in contact?

Who Contacted	How	Purpose	How Often?
Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".			
Public	Phone, in person, mail	Provide, receive information	Daily
Contractors	Phone, in person, mail	Provide, receive information	Daily
Building Owners	Phone, in person, mail	Provide, receive information	Daily
Design Professionals	Phone, in person, mail	Provide, receive information	Daily

Local Officials	Phone, in person, mail	Provide, receive information	Daily
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SECTION 7. POSITION RELATED DECISION MAKING

Describe the typical decisions of this position. Explain the direct effect of these decisions.

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 the position?

Classification Title	Position Number	How	How Often	Purpose of Review
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Note: If additional rows of the below table are needed, place cursor at end of a row (outside table) and hit "Enter".

Compliance and Regulatory Manager 2	0004.071	Meetings, project discussions, quarterly evaluation, occasional industry communications	As needed	Ensure completeness and accuracy
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SECTION 9. OVERSIGHT FUNCTIONS

THIS SECTION IS FOR SUPERVISORY POSITIONS ONLY

- a. How many employees are directly supervised by this position? _____
 How many employees are supervised through a subordinate supervisor? _____
- b. Which of the following activities does this position do?
- | | |
|--|--|
| ☐ Plan work | ☐ Coordinates schedules |
| ☐ Assigns work | ☐ Hires and discharges |
| ☐ Approves work | ☐ Recommends hiring |
| ☐ Responds to grievances | ☐ Gives input for performance evaluations |
| ☐ Disciplines and rewards | ☐ Prepares & signs performance |

SECTION 10. ADDITIONAL POSITION-RELATED INFORMATION

ADDITIONAL REQUIREMENTS: List any knowledge and skills needed at time of hire that are not already required in the classification specification:

OIC Inspector Certification
 Oregon Residential Plans Examiner Certificate
 Oregon Residential Building Inspector Certificate

Special Requirements:

Position is subject to a criminal background check.

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

BUDGET AUTHORITY: If this position has authority to commit agency operating money, indicate the

following:

Operating Area	Biennial Amount (\$00000.00)	Fund Type
Note: If additional rows of the below table are needed, place curser at end of a row (outside table) and hit "Enter".		

SECTION 11. ORGANIZATIONAL CHART

Attach a current organizational chart. Be sure the following information is shown on the chart for each position: classification title, classification number, salary range, employee name and position number.

SECTION 12. SIGNATURES

Employee Signature

Date

Supervisor Signature

Date

Appointing Authority Signature

Date