

- 0139 PLANS EXAMINER II**
- 0138 PLANS EXAMINER I**
- 0142 RESIDENTIAL PLANS EXAMINER**

**NATURE OF WORK**

This is responsible professional technical work in examining construction plans and specifications to obtain compliance with appropriate State and municipal codes and ordinances.

Work involves responsibility for technical study of construction plans, blueprints, diagrams, and specifications for soundness of structural engineering design and adherence to municipal codes. Work may include inspecting residential buildings, commercial buildings and other structures for compliance with state and municipal codes, and conformity to approved plans. May direct the work or train others in areas of assignment. Work is conducted under the general supervision of an administrative superior.

**DISTINGUISHING FEATURES**

Positions in this series are classified on the basis of the position's work plan and the certification levels required and used in the performance of the work. Additional compensation is provided per Attachment C of the AFSCME/City of Salem contract for certifications beyond the minimum required.

**ILLUSTRATIVE EXAMPLES OF WORK**

(Any single position of a class will not usually involve all of the essential duties which are listed, and many positions will involve essential duties which are not listed.)

Reviews plans and specifications for all building and related structural construction or alteration for compliance with municipal codes, engineering standards, and material specifications; recommends changes to meet code standards.

Conducts field inspections and reinspections of buildings in the course of construction, alteration, and repair for conformance with code requirements and sound construction practices.

Completes inspection forms; prepares letters and notices of correction for appropriate remedy of deficiencies.

Investigates complaints of code violations; responds to inquiries from public.

Performs research activities and prepares reports as directed.  
Performs other related work as required.

**WORK QUALIFICATIONS**

At the date of hire, possession of appropriate State of Oregon certification as follows:

PLANS EXAMINER II:

§ Fire and Life Safety Plans Examiner

PLANS EXAMINER I

§ Plans Examiner (A-level)

RESIDENTIAL PLANS EXAMINER

§ Plans Examiner (1 & 2 Family Dwelling)

Considerable experience as a building contractor, architect, or structural engineer; graduation from high school or trade school, supplemented by college level courses in engineering or architecture; or any equivalent combination of experience and training which provides the knowledge and abilities defined below:

Considerable knowledge of

§ State and municipal building, zoning, and related ordinances and codes

§ all types of building construction materials and methods, and of stages of construction when possible violations and defects may be easily observed and corrected.

Knowledge of

§ Modern office practices and ability to use office equipment.

§ Safety practices and equipment.

Ability to

§ Read and accurately interpret complex plans, specifications, and blueprints and to reconcile them with construction in progress.

§ Perform complex structural computations and to provide professional advice.

§ Tactfully enforce codes and regulations.

§ Work independently.

§ Communicate clearly and concisely, both orally and in writing.

§ Work in a variety of weather conditions, high places and confined areas.

§ Establish and maintain effective working relationships with other staff, officials and the public.

§ Possession of a valid Oregon Class C driver's license and the ability to meet City driving standards.

Work occurs primarily in the office and in the field around construction areas involving heights, varying weather conditions, uneven surfaces, confined areas and requires the ability to move with sufficient agility to conduct inspections in an efficient manner. Work also involves exposure with safety precautions to fumes, dust, noise, and traffic. Work requires moving

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**PLANS EXAMINER SERIES**

between several locations on a daily basis in an efficient manner. Primarily office work is involved, including plans review requiring sufficient mental concentration to study codes, plans, and diagrams with interruptions and changing deadlines.

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Personnel Director

2/94  
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