



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: Commercial Plans Examiner
Community Development Department

Performs advanced specialty plan review of building and structures of all types in the process of construction, alteration, or repair for compliance with all applicable codes; approves plans and specifications, safe construction practices, and other regulations and ordinances related to the safety, health, and welfare of the public. (Job Description Attached)

SALARY GRADE:

Grade 20 \$4578 - \$5628

This is a full time, exempt, non-represented position. Excellent City benefit package when eligible.

MANDATORY REQUIREMENTS:

High school diploma or GED equivalent, plus possession of the following Oregon certifications or the International Code Council Certifications: State of Oregon A-level Plans Examiner, Fire & Life Safety Plans Examiner, 1&2 Family Dwelling Plans Examiner, Building Official **or** ICC Commercial Plans Examiner, ICC Fire Plans Examiner, ICC Residential Building Inspector, ICC Certified Building Official (to be obtained within 6 months of employment) **and** minimum of three (3) to five (5) years experience as a commercial plans examiner.

Necessary Knowledge, Skills and Abilities:

Knowledge of state structural, mechanical, one and two family dwelling and fire codes and standards; knowledge of applicable city codes, regulations and policies; knowledge of construction practices, engineering concepts and architectural principles; knowledge of building plan review, permitting and inspection processes; knowledge of computer software applicable to the work; knowledge of modern office practices and procedures.

Skill in performing complex plan reviews; skill in reading and interpreting complex codes and standards; skill in scheduling, skill in providing technical guidance and training; skill in prioritizing work and establishing work plans; skill in utilizing a computer in the course of work; skill in analyzing data and preparing reports.

Ability to communicate effectively orally and in writing; ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Desirable Requirements:

Oregon Drivers' License; A-Level Structural Inspector, A-Level Mechanical Inspector or ICC Commercial Building Inspector and ICC Commercial Mechanical Inspector.

HOW TO APPLY:

Request application packet from:
Oregon Employment Dept, Redmond Office
2158 SE College Loop, Suite B
Redmond, OR 97756
Phone: (541) 548-8196 x324
Fax: (541)548-6379
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must all be returned to the above Employment Office. Faxes are acceptable if complete and legible.

This position will remain open until filled, with applications being reviewed each week.

ONLY THOSE APPLICANTS WHO ARE SELECTED TO BE INTERVIEWED WILL BE NOTIFIED

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City. Persons having questions about equal opportunity and nondiscrimination should contact the Recruitment Director (Sharon Harris) in the Human Resources department at (541) 923-7738.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Sharon Harris at (541) 923-7738, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Final candidate selected for the position will be subject to a pre-employment drug screening and DMV/ Criminal history check.

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Commercial Plans Examiner
DEPARTMENT: Community Development
FLSA STATUS: Exempt
SALARY GRADE: Grade 20
EMPLOYEE GROUP: Non-Represented

PURPOSE OF POSITION:

Performs advanced specialty plan review of building and structures of all types in the process of construction, alteration, or repair for compliance with all applicable codes, approves plans and specifications, safe construction practices, and other regulations and ordinances related to the safety, health, and welfare of the public.

ESSENTIAL JOB FUNCTIONS:

Provides assistance, leadership, and coordination for the building plan review process; resolves complex technical issues by recommending or approving modifications and alternate materials or methods of construction as appropriate.

Responds to inquiries from other plan review staff regarding code interpretation and application and process issues; responds to inquiries from customers regarding issues relating to plan reviews performed by other staff; maintains workload and work flow statistics; assumes other lead responsibilities as assigned.

Performs plan review of commercial, industrial and multi-family plans for compliance with state and local codes; including structural, mechanical, fire and life safety and fire protection systems plans. Performs one and two family residential plan review as necessary.

Responds to telephone and personal contact from contractors, designers, architects, engineers and the public on issues related to codes and standards associated with development proposals and integrates the City's Visions & Values into their interactions with customers.

Provides technical interpretations of code issues and requirements and recommends solutions to complex issues of compliance.

Reviews development proposals at the planning stage to identify issues which may affect the proposed development.

Assists other divisions and departments as required. Performs related work as required.

JOB QUALIFICATION REQUIREMENTS

Mandatory Requirements:

High school diploma or GED equivalent plus possession of the following Oregon certifications or the International Code Council Certifications: State of Oregon A-level Plans Examiner, Fire & Life Safety Plans Examiner, 1&2 Family Dwelling Plans Examiner, Building Official **or** ICC Commercial Plans Examiner, ICC Fire Plans Examiner, ICC Residential Building Inspector, ICC Certified Building Official (to be obtained within 6 months of employment) **and** minimum of three (3) to five (5) years experience as a commercial plans examiner.

Necessary Knowledge, Skills and Abilities:

Knowledge of state structural, mechanical, one and two family dwelling and fire codes and standards; knowledge of applicable city codes, regulations and policies; knowledge of construction practices, engineering concepts and architectural principles; knowledge of building plan review, permitting and inspection processes; knowledge of computer software applicable to the work; knowledge of modern office practices and procedures.

Skill in performing complex plan reviews; skill in reading and interpreting complex codes and standards; skill in scheduling, skill in providing technical guidance and training; skill in prioritizing work and establishing work plans; skill in utilizing a computer in the course of work; skill in analyzing data and preparing reports.

Ability to communicate effectively orally and in writing; ability to establish and maintain cooperative working relationships with those contacted in the course of work.

Desirable Requirements:

Oregon Drivers' License; A-Level Structural Inspector, A-Level Mechanical Inspector or ICC Commercial Building Inspector and ICC Commercial Mechanical Inspector.

SUPERVISION RECEIVED:

Work is performed under the general supervision of the Building Official who holds the employee accountable for achieving department goals and objectives.

SUPERVISORY RESPONSIBILITIES:

This position is not a supervisory position. Employee may assist in direction, guidance or training in operational procedures to other Plans Examiners and other CDD employees.

PHYSICAL DEMANDS:

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 job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, calculator, telephone, copy machine, fax machine, postage machine, and code book.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in an office environment. Some outdoor work is required where some safety considerations exist from moving equipment and unstable surfaces. The noise level in the office setting is usually quiet.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

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

Jim Hendryx
Community Development Director

April 1, 2007
Date

Sharon Harris
Human Resources Director

Adopted: April 1, 2007