

<p style="text-align: center;">CITY OF BEAVERTON Senior Structural Plans Examiner</p>

General Summary

Supervise the Structural Plans Review section. Meet with and assist the public regarding structural plan review and permit issues. Review construction plans for commercial, industrial and multi-family buildings for compliance with structural standards, codes, ordinances and zoning requirements. Approve or deny plans. Attend pre-design and plan review meetings with developers and contractors.

Key Distinguishing Duties

Overall responsibility for managing programs and staff of the section including hiring employees; responding to grievances and overseeing the disciplinary process as needed. Perform a complete and detailed engineering review of all structural aspects of the structural plans and calculations for complex commercial, industrial and multi-family building structures. Complex structures include (but not limited to): bridges, tanks, towers, multi-story building, eccentrically loaded structures; structures designed using non-empirical engineering methods, or structures using non-standard construction material (i.e., carbon fiber reinforcing, straw-bale, composite structural materials, etc).

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Supervise Structural Plan Review section operations. Develop, review, approve and implement section work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the Building Division management team. Evaluate performance and program effectiveness, and take action for improvement as necessary.
2. Supervise structural plan review staff to ensure City goals and objectives are met. Schedule, assign and review work. Make hiring recommendations. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Review structural engineering construction plans and calculations for commercial, industrial and multi-family buildings for compliance with the Oregon State Specialty Codes and other accepted engineering standards and practices, and other standards, codes, ordinances and zoning requirements.
4. Provide technical, code and general information to the staff, public, construction industry and various design professional disciplines. Provide interpretation of codes as related to structural design, and approve alternate methods of materials or construction. Review and resolve

conflicts between plans examiners and the public. Facilitate meetings. Serve as liaison with various internal and external committees.

5. Approve or deny plans for issuance. Identify plan deficiencies and notify applicants of required alterations. Work with applicants to resolve problems. Determine building permit fees and approve building permits.
6. Participate in pre-development and facility review meetings addressing code issues or plan deficiencies.
7. Work with representatives of other City departments, other governmental agencies, private developers and consultants to resolve engineering design problems related to the Oregon State Specialty Codes.
8. Provide technical assistance to the public and construction representatives related to code questions, plan review, and review processes. Assist applicants in completing the building permit process.
9. Maintain and file applications, documentation and records. Enter plans review information into computer system. Initiate plan check letters as required.
10. Perform site observation visits as needed on commercial, industrial, multi-family and residential projects to determine compliance with the Oregon State Specialty Codes.
11. Assist permitting and plan review staff on single-family projects.
12. Coordinate with other plan examiners, divisions and governmental agencies related to commercial, industrial and multi-family building projects.
13. Provide technical advice to commercial and residential plans examiners on applicable state codes, structural engineering principles, details and construction practices.
14. Prepare, recommend and monitor budget for section. Provide explanation for variances.
15. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
16. Collect and analyze data for staffing needs, construction trends, plan review trends, time and work load demands.
17. Serve as Damage Assessment Group Supervisor when the City's Emergency Operations Center is activated.
18. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
19. Produce an acceptable quantity and quality of work that is completed within established timelines.

20. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
21. Represent the Building Division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
22. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
23. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
24. Participate in the City Emergency Management program including classes, training sessions and emergency events.
25. Follow standards as outlined in the Employee Handbook.
26. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of state and local building codes, ordinances, rules, laws and regulations governing plans examination for single and multiple family dwellings, commercial and industrial structures.
- ◆ Expert knowledge of practices and principles of structural engineering, inspection, construction, or architecture, including safety design as related to plans examination.
- ◆ Expert knowledge of state and local codes, ordinances, rules, laws and regulations governing structural engineering, plans examination, construction and inspection.
- ◆ Expert knowledge of multi-family, commercial and industrial construction materials and methods.
- ◆ Working knowledge of state and local mechanical codes, ordinances, rules, laws and regulations and related mechanical systems.
- ◆ Expert knowledge of rules and procedures for the administration of building, mechanical, plumbing and electrical codes for multiple family, commercial and industrial structures.
- ◆ Expert knowledge of techniques and methods of construction plan review and inspection.
- ◆ Advanced knowledge of issues and trends in the construction industry.

- ◆ Expert knowledge in computer applications and uses for performing structural engineering calculations and project management activities.
- ◆ Advanced knowledge of safety standards and work procedures related to building inspection..
- ◆ Advanced knowledge of new construction provisions of the code as related to structural engineering.
- ◆ Working knowledge of new construction provisions of the fire code
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to structural engineering design, construction, plan review and inspection.
- ◆ Working knowledge of practices and principles of public/business administration and decision-making.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.
- ◆ Expert knowledge of mathematics principles.

Skills/Abilities Required

- ◆ Expert ability to read and interpret blueprints and building plans and specifications. Expert ability to use engineering and architect measuring tools.
- ◆ Expert ability to assess structural integrity of buildings, analyze engineering issues, accepting or suggesting alternative approaches to the same issues.
- ◆ Expert ability to interpret structural engineering calculations to determine compliance with the Oregon State Specialty Codes and other accepted engineering standards and practices.
- ◆ Expert ability to maintain complete and accurate records.
- ◆ Apply excellent internal and external customer service skills.
- ◆ Successfully manage the operations and budget of a section.
- ◆ Productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Effectively manage multiple projects and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Effectively establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Communicate effectively both verbally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Develop and deliver effective presentations and reports that may include technical information.
- ◆ Properly and effectively use word processing, spreadsheet and other software applications as required for position.
- ◆ Traverse uneven or hilly terrain; work atop high heights and confined spaces.
- ◆ Regular, punctual attendance at assigned work location.

Minimum Qualifications Required for Entry

Bachelor of Science degree in Civil or Structural Engineering or a related field and 5 years progressively responsible experience in plans examination, including 1 year of experience in a supervisory or lead role; or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and meet the City's driving standards.
- ◆ State of Oregon registration as a Professional Civil or Structural Engineer or equivalent nationally recognized certification* required.
- ◆ State of Oregon A-level Plans Examiner certification or equivalent nationally recognized certification* required.
- ◆ Oregon Inspector Certification required.
- ◆ State of Oregon One and Two Family Dwelling Plans Examiner certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon Fire and Life Safety Plans Examiner certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon A-level Mechanical Inspector certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon A-level Structural Inspector certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon One and Two Family Structural Inspector certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon One and Two Family Mechanical Inspector certification or equivalent nationally recognized certification* desired.
- ◆ State of Oregon Post Earthquake Damage Inspector registration desired.
- ◆ *International Code Council (ICC) certification is a nationally recognized certification adopted in the State of Oregon OAR's as an approved equivalent certification. All ICC certified individuals require an Oregon Inspector Certification (OIC) in addition to their ICC certifications in order to be considered for employment in the State of Oregon.

Working Conditions

Regular focus on a computer screen; regular dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; operation of a motor vehicle on public roads.

Classification History

Created: February 2015

Classification specification: Senior Structural Plans Examiner

Status: M2

FLSA: Exempt

Department Head Signature

Human Resources Signature

Date

Date

Senior Structural Plans Examiner