



respect - Communication - Integrity - Teamwork - family

City of Klamath Falls
Job Description

Plans Examiner - Engineering

DEPARTMENT/DIVISION: Public Works/Engineering

GRADE: 6

GROUP: AFSCME

FLSA STATUS: Non Exempt

EFFECTIVE DATE: July 1, 2011

SUMMARY

An employee in this position works under the general supervision of the City Surveyor/Development Supervisor and is primarily responsible to review construction plans for commercial, industrial, multi-family and subdivisions for compliance with all standards, codes, and ordinances.

EXAMPLE OF DUTIES

Duties may include the following. Other duties may be assigned.

Reviews engineering site construction plans and the Community Development Department planning reviews for commercial, industrial, multi-family and subdivisions for compliance with all standards, codes and ordinances. Calculates and collects fees for site development permits. Reviews engineering design calculations as well as easements.

Inspects development project improvements for compliance with City Engineering Standards as needed. Performs the duties of a Construction Inspector II on Capital Improvement Projects. Duties may include but are not limited to construction testing procedures, as-built data collection, coordinate pre-construction meetings, etc.

As assigned, performs the duties of a Construction Inspector II.

Approves or denies plans for permit issuance. Identifies plan deficiencies and notifies applicants of required alterations. Works with applicants as well as other City departments to resolve problems. Determine the value of the site construction permit fees and approve site construction permits.

Reviews traffic control plans, verifying compliance with the current Manual on Uniform Traffic Control Devices and the Oregon Temporary Traffic Control Handbook.

Assist with the review and propose revisions to update City engineering standards.

Participates in pre-development and facility review meetings addressing code issues or plan deficiencies.

Provides technical assistance to the public and construction representatives on code and standards questions, plan review and processes. Assists applicants in completing the Development Permit and the Site Construction Permit process.

Maintain and file applications, documentation and records. Initiates plan check letters as required. Reviews and issues encroachment and obstruction permits.

Coordinates with other divisions and governmental agencies related to commercial, industrial, multi-family, and subdivision projects.

May represent the division and/or City to the public in administrative proceedings, to other organizations or entities and in other situations as required. May make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.

Provide excellence in internal and external customer service. Create a positive experience for customers through professional and courteous behaviors and creative problem resolution. Focus on producing high quality results.

As assigned, performs the duties and tasks of the City Engineering Technician I and II positions.

SUPERVISORY RESPONSIBILITIES

May be required to provide leadership in emergency situations or in the absence of the City Surveyor/Development Supervisor.

PRE-EMPLOYMENT

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or Experience:

Bachelor's degree (BS) from four-year college or university in Civil Engineering technology, with 2 years experience in engineering plan review or an equivalent

combination of education and experience enabling the incumbent to perform the essential functions of the position.

Certification, License, Registration:

Must possess and maintain valid Oregon Driver's License. FE (E1) is desirable. Within one year of employment a National or State Construction Inspector Certification. Is desired.

Ability to:

Ability to respond intelligently and effectively to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Strong ability to read and interpret blueprints, and specifications. From those interpretations determine whether plans meet necessary requirements.

Strong ability to assess capacity of public facilities.

Advanced ability to maintain complete and accurate records.

Ability to participate on a team focused on producing high quality results.

Ability to establish and maintain effective working relationships with employees, consulting engineers, contractors, other agencies, public officials and the general public.

Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, consulting engineers, other agencies, public officials and the general public.

Strong ability to use a keyboard and word processing, spreadsheet programs or other application software as required for the position.

Strong ability to use engineering measuring tools.

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to

reach with hands and arms. The employee is frequently required to stand, walk, sit, stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

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 qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions and is exposed to fumes or airborne particles.

The noise level in the work environment is usually moderate.

The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

