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### **Commercial Plans Examiner**

**Open until filled:**

The Commercial Plans Examiner role is an integral part of the NWCP Team. It is a dynamic and rewarding position that serves a multi-faceted role in the permit review process. Our team of commercial plans examiners serves as project coordinators on commercial permits, which means they are the primary contact for colleagues from several other internal review teams such as fire marshals, public works, erosion, community development, and land use staff. Commercial plans examiners also serve as the primary City contact for permit applicants and regularly coordinate directly with builders, owners, architects, and engineers throughout the plan review and permitting process to ensure project compliance and success. Additionally, via our custom permit system, MUNICIPALITY, commercial plans examiners perform technical reviews electronically for building, FLS and mechanical compliance on all commercial and multi-family projects. This position functions in a collaborative, solution-oriented environment and the ideal candidate will be someone who blends creative problem-solving with high integrity and professionalism. Through application of our processes and methods, along with individual skills, knowledge, and creativity, the successful candidate will bring leadership and direction to projects while supporting team members to do their best work to ensure timely and convenient service for the NWCP clients and citizen permit applicants.

Classification: **Commercial Plans Examiner—Oregon-Washington-Idaho-Wyoming-Montana-Tribal Nations**

Salary: \$ 6,500.00- \$ 8,856.00 Monthly

Schedule: Monday - Friday, 8:00 a.m. - 5:00 p.m. with flexibility per NWCP business needs Remote work is possible with the correct experience knowledge and accountability. Some office days will be required.

Benefits: NWCP offers robust and competitive benefits. For more information, Contact Jessica Applegate at [Jessicaa@nwcodepros.com](mailto:Jessicaa@nwcodepros.com)



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Bilingual Pay Benefit: This position qualifies for up to an additional 2% of base salary for bilingual pay.

**Examples of Duties Performed** - *Duties may include but are not limited to the following*

Acts as contact for NWCP plan review staff involved in multi-family residential, commercial, and industrial plan reviews.

As part of the process of checking plans to verify conformance with the State building codes, plans examiners are delegated by local Building Official Authority.

Functions as plan review project coordinator for the review process; establishes project review deadlines; monitors reviews progress and status; identifies problems impacting timelines; coordinates reviews by other departments, divisions, and public agencies; coordinates.

Examines residential, commercial, and industrial construction plans, specifications, structural calculations, and documents to determine compliance with applicable State building, fire and life safety, and mechanical codes and other specified ordinances applicable to the City.

Evaluate projects for scope of work to determine issues requiring review by others; resolves plan review issues with staff in other departments, divisions, and public agencies.

Confers with architects, engineers, contractors, and owners on proposed projects to identify code deficiencies and identify issue resolution options.

Approve plans; identifies conditions of approval; issues permit(s) for construction; calculates or verifies permit fees. Responds to inquiries and advises design professionals and the public about policies and procedures concerning various construction related codes. Conducts research, including inspecting historical records, Laserfiche and document files; provides code interpretation analysis and suggests alternative methods or materials based on City policy.

May perform field inspections to determine code compliance, and proper installation and construction of construction of unusual designs, materials, or equipment; advises building inspectors of unusual design, construction or installation problems. Prepares analysis, recommendations, and reports on departmental code policies. Identifies solutions to correct defects or inadequacies found; requires that corrections be made to meet the requirements of pertinent codes.



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May be required to collaborate with City reviews of construction documents. Acts as the Building Official designee for code interpretation and enforcement. Attends and serves on a variety of City committees and task teams. Actively supports and respects diversity in the workplace.

**Performs other duties, as required.**

To view detailed information on the duties, knowledge, and abilities that may be expected for this position, please see the classification: Commercial Plans Examiner

Qualifications

**Studies have shown that women and people of color are less likely to apply for jobs unless they believe they are able to perform every task in the job description. We are most interested in finding the best candidate for the job, and that candidate may be one who comes with relevant transferrable skills from a variety of sources and experiences. If you are interested in applying, we encourage you to think broadly about your background and skill set for the role.**

When screening your application, the City will consider an equivalent combination of relevant education and experience which provides the applicant with the knowledge, skills, and abilities required to meet minimum qualifications for this position.

### **Minimum Qualifications**

Experience

Two years' experience working on behalf of a jurisdiction performing building permit inspections or plan reviews for buildings or structures regulated by the state building code or its equivalent. With emphasis on experience with commercial and industrial plan review.

### **Background**

Must pass a background check.



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License Valid driver's license [or, the ability to obtain by date of hire]; must pass driving records check and, if hired, maintain a driving record that meets the NWCP's standards. Oregon license (with appropriate endorsements) within 30 days of moving into the state (ORS 803.355).

**Certifications:**

Possession of, or ability **to obtain within 3 months of hire**, the following certifications:

Oregon Inspector Certification (OIC); and, **(SRI= SRI required within 30 days of hire)**

Either an International Code Council Commercial Building Plans Examiner (ICC B3) or an Oregon Structural Plans Examiner – A-Level (PEA); and,

Either an International Code Council Commercial Fire Plans Examiner (ICC F3) or an Oregon Fire and Life Safety Plans Examiner (PEF); and,

Either an International Code Council Commercial Mechanical Inspector (ICC M2) or an Oregon Mechanical Inspector – A-Level (MIA) and,

Either an International Code Council Residential Plans Examiner (ICC R3) or Oregon Residential Plans Examiner (CAX).

**The ideal candidate will have the following knowledge, skills, and abilities**

Knowledge: Engineering principles related to materials and construction of residential, commercial, and industrial buildings, and design concepts of electrical, mechanical, and plumbing systems. Types of building construction, materials, and methods. Pertinent City, County and State building codes and related ordinances. Principles of structural design and engineering mathematics. Procedures and techniques of field inspection. Research methods and sources of information related to building code enforcement.



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**Skills and Abilities to:**

Evaluate structural engineering calculations, details, and specifications. Apply engineering knowledge and follow proper plan check techniques to examine the quality of work and materials and detect deviations from plans, regulations, and standard construction practices. Determine if construction plans and documents conform to City, County, and State requirements. Determine pertinent reviews for projects based on knowledge of all reviews required by State and local building codes and ordinances. Interpret and apply pertinent Federal, State, and local laws, codes, and regulations. Read and interpret complex building plans, engineering calculations, site surveys and project specifications. Advise on standard construction methods and requirements for residential, commercial, and industrial buildings. Complete advanced mathematical computations rapidly and accurately. Strategically manage work schedule to allow for effective management of concurrent projects. Conduct in-depth research and author technical reports, incorporating accurate and comprehensive information to support decision-making. Effectively coordinate and lead issue resolution meetings, fostering a collaborative environment for resolving complex challenges.

Establish and maintain cooperative working relationships with those contacted in the course of work.

**Maintain accurate and up-to-date permit records.**

Communicate in writing and orally, inside and outside the organization to a variety of audiences.

**Supplemental Information**

**Working conditions**

Work performed primarily in an office environment. Eye/hand coordination is needed to operate a personal computer. Sitting or standing may be required for prolonged periods. Ability to visit construction sites as related to plan review and code regulation. Driving a motor vehicle on public roads as needed.



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### **Bilingual Pay Benefit**

This benefit compensates non-represented employees up to 5% of their base salary. To qualify for bilingual pay, the employee must demonstrate fluency in an eligible language and pass a language proficiency test that is administrated by HR or management.

### **Diversity, Equity, and Inclusion**

NWCP is committed to a respectful work environment. We value the cultural, educational, and life experiences of each employee. We believe that a diverse workforce enables us to deliver culturally responsive services to all members of our community. As part of our commitment to diversity, equity, and inclusion we desire to welcome, respect, and create a sense of belonging for a wide range of perceived identities and experiences in our workforce. Women, They, Them, people with disabilities, and persons of all colors **are strongly encouraged to apply.**

**Veterans** will receive top priority in our hiring practices.

Please consider our very happy work family. We are coworkers, but also friends and a support network. Many of our employees have been here for well over 20 years. We are happy to be here. 😊

We often have multiple openings in multiple states. We often have full time remote, part-time remote and part-time inspector positions, and engineering jobs open. Please submit your resume and cover letter to: [Jessicaa@nwcodepros.com](mailto:Jessicaa@nwcodepros.com) and indicate the position and location you are interested in working.

Thank you,

**Jack Applegate**, CEO, CBO, COSS, CPI, CHI

**President**

**Mortier Engineering PE, PC**

**CEO: MAE Engineering and Northwest Code Professionals.**