



Range: SG-14
FLSA: Non-Exempt
Date: June 5, 2017

PLANS EXAMINER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all the duties within the job.

DEFINITION

The Plans Examiner performs highly skilled, technical reviews of both simple and complex building construction and improvements within the City for compliance with the adopted building, mechanical, plumbing and electrical codes and related ordinances and laws, provides technical and administrative assistance to the Chief Building Official relative to assigned area of responsibility; may be assigned to building inspection and/or customer service counter as needed.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Chief Building Official.

ESSENTIAL MARGINAL AND FUNCTIONAL STATEMENTS – *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Review construction drawings, specifications structural calculations and related documents for residential, commercial, industrial and other types of development projects and improvements throughout the City within specified City and State regulations.
2. Identify construction, plan, code and regulatory deficiencies; prepare plan review correction lists of all deficient, incomplete or incorrect items and perform rechecks of corrected, revised plans and documents to ensure compliance with adopted building, electrical, plumbing, mechanical and related codes and ordinances prior to permit issuance.
3. Works with Chief Building Official to coordinate permit reviews, corrections and approvals with other City departments and outside agencies having project jurisdiction prior to final permit approval and permit issuance to ensure complete approval and compliance with all adopted and required codes, ordinances and statutes.

4. Coordinates plan review with third party review agencies as necessary to review final permit approval and permit issuance to ensure complete approval and compliance with all adopted and required codes, ordinances, and statutes.
5. Determines, calculates and documents all building permit, plan review and other related building fees in accordance with adopted ordinances, policy and procedure.
6. Responds to, investigates and resolves inquiries, complaints, violations and technical code applications independently or with little supervision or assistance; issues correction notices and stop work orders; confers with and advises the Chief Building Official of complex or sensitive problems involving plan review, code enforcement activities or administrative issues; refers unresolved violations or issues to the Chief Building Official.
7. Responds to and provides information to the public, contractors, architects, designers and homeowners regarding building codes and related regulations and ordinances; interprets and explains building code requirements consistent with City policy and procedure; recommends or offers solutions to technical problems or issues to ensure compliance with adopted codes and ordinances.
8. Maintains accurate records of plan reviews performed, plan and application deficiencies, corrective action, information or data required; writes correction and deficiency notices in a clear, concise and understandable manner.
9. Prioritizes and organizes own work and assigned tasks for completion in order to best meet the City and customer service goals in accordance with City and state and federal regulations.
10. Periodically tracks expiring permit applications; mails notices of pending expiration or personally contacts permit applicants; investigates unissued permits to determine status; closes out expired applications.
11. Performs a variety of clerical duties.
12. Maintains permit application files, plans and other related documents; after permit approval prepares permit, files and approved plans for issuance.
13. Demonstrates ability to work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts.
14. Provides backup front counter coverage as necessary.
15. Performs related duties and responsibilities as required or otherwise assigned.

QUALIFICATIONS

Knowledge of:

- Methods, materials, techniques and safety standards related to building construction, repair, remodeling and demolition
- Principles of structural design and calculations, engineering, architecture, plan preparation and building construction
- Building, plumbing, electrical, mechanical, accessibility and energy code requirements and the intent of such regulations
- Federal, state and local codes, ordinances and regulations related to building construction, repair, remodeling and demolition
- Related zoning, engineering, fire and health regulations and state licensing requirements and all other applicable policies, procedures, standards and regulations

- Hazards of the job and standard safety precautions
- Principles and procedures of record keeping and document preparation
- Positive customer service practices

Ability to:

- Work in organized team efforts and assist in problem solving work related issues for continuous improvement in work efforts
- Work cooperatively with fellow employees to foster a positive work environment
- Perform job in a courteous and professional manner
- Encourage and facilitate an environment for building team efforts and problem solving of work related issues by employees
- Ensure necessary training and other technical support for building an environment that encourages teams and continuous improvement
- Examine and comprehend complex plans, specifications, special inspection reports, codes, ordinances and related documents and determine building construction compliance with the approved documents and codes
- Apply construction and code knowledge, follow normal plan review procedures to thoroughly examine complex construction plans and documents and detect deviations from regulations, adopted codes and standard, acceptable construction practice
- Examine, research and understand the intent of complex technical code issues, construction methods and techniques
- Clearly explain the requirements and intent of technical code requirements
- Communicate clearly, both verbally and in writing, code violations, plan deficiencies and construction requirements or methods necessary to obtain compliance with the adopted codes, ordinances, policies and procedures
- Enforce code and regulations with fairness, objectivity, firmness, politeness and professionalism
- Respond to and resolve difficult and sensitive complaints, conflicts and inquiries with courtesy and tact
- Access, enter and research building permit and property data and information using a personal computer
- Perform basic structural calculations utilizing tables, computer programs or manual calculations in order to determine the structural capabilities of joists, rafters, beams, headers, retaining walls, foundations, lintels and footings
- Establish and maintain cooperative work relationships with those contacted during the course of the job
- Maintain a mental capacity that allows the ability to make reasonable decisions demonstrating knowledge and intellectual capability
- Maintain physical condition and appearance appropriate to the performance of assigned duties and responsibilities

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five or more years of experience performing municipal plan reviews, building inspections and/or code enforcement, or extensive supervisory construction experience involving plan preparation, inspection and code compliance related to building, electrical, mechanical and plumbing trades.

Training:

Equivalent to the completion of twelfth grade supplemented by a two year college program, technical, vocational or apprenticeship training or significant experience in plan preparation, plan review, building inspection and code enforcement.

Special Certifications:

Possession of the ICC building plan review certification and at least one other ICC plan review certification within one year of appointment.

WORKING CONDITIONS**Environmental Conditions:**

Travel from site to site; exposure to dust, dirt, mud, noise and inclement weather conditions; working at heights, around heavy equipment and construction materials and debris.

Physical Conditions:

Maintaining physical condition necessary for sitting, standing, walking, climbing, bending, stooping, kneeling and crawling for prolonged periods of time; climbing stairs, ladders, steep inclines and trenches; operating motorized equipment and vehicles; light to moderate lifting; general manual dexterity.