

**TITLE:** Plans Examiner  
**PAY GRADE:** N  
**DEPARTMENT:** Planning and Development Services  
**STATUS:** Non-Exempt  
**REPORTS TO:** Building Official  
**APPROVED BY:** Planning and Development Services  
**REVISION DATE:** September 2017



**PURPOSE OF POSITION:**

The purpose of this position is to review and examine commercial and residential building plans and specifications to ensure compliance with all applicable codes, ordinances, and state and federal regulations. This position also reviews permit applications and supporting documents for accuracy and completeness, document deficiencies and facilitates meetings with stakeholders to discuss code related issues. It is the responsibility of the Plans Examiner to maintain and document status for all assigned projects for the purposes of control and systematic processing and to prepare and present project reports to the Building Official.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

*The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.*

1. Reviews and evaluates proposed building plans and specification blueprints to ensure that proposed construction complies with building, plumbing, mechanical, environmental, flood hazard, design, energy, and other related codes, ordinances, and regulations.
2. Reviews and evaluates proposed plans for public safety and health standards.
3. Computes square footage, valuation, and permit fees for approved permits. Applies valuations and permit costs for new projects based on codes, regulations and policies.
4. Maintains records of plan review activity and communicate results of the review to the applicant and/or design professional
5. Explains, interprets and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties. Answers questions from architects, builders, and the public regarding building codes.
6. Identifies deficiencies in plans and structures, and provides guidance to address inadequate designs.
7. Facilitates meetings with residents, contractors, building owners and design professionals to discuss code related issues of proposed or ongoing construction projects.
8. Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues.
9. Coordinates activities with Building Official, Building Inspectors, Planners, Permit Technician and other agency staff.
10. Reviews current trends and developments in the field of construction. Performs research on codes and ordinances as assigned to evaluate and recommend improvements to codes and ordinances.
11. Resolves complex and sensitive customer service issues, either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.
12. Advises owners and contractors on the provisions of the codes and ordinances governing construction and on modifications necessary to meet requirements.

13. Assists in the development of policies regarding the application and permitting process, and determines the impact of the new policies.
14. Assists in determining if alternative methods of construction meet the intent of the building codes.
15. Confers with and advises inspectors on technical and administrative problems.
16. Provides assistance in maintaining permit system, software and programming.
17. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS:**

One year post high-school education in a building trades program; must have a minimum of seven (7) years' construction experience or seven (7) years' experience as a building inspector or five (5) years Plans Examiner experience; or any education/experience combination thereof.

ICC Plans Examiner Certification required or the ability to acquire within six (6) months of employment.

Valid driver's license required.

Basic computer competency with Windows and a variety of software programs to perform calculations, enter data and produce documents required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of the principles and practices of building construction.
- Knowledge of building construction and inspection principles and practices.
- Knowledge of building trades and construction codes.
- Ability to read and understand blueprints, ordinances, and construction plans.
- Knowledge of engineering calculations used in performing structural design and in ensuring life and safety requirements.
- Skill to establish and maintain cooperative working relationships.
- Ability to communicate effectively with other members of the staff, supervisor, and the public.
- Ability to communicate clearly and concisely in both written and verbal form.
- Skill to perform complex research and analytical work and prepare a variety of comprehensive reports.
- Knowledge of local government operations and administration.
- Skill to plan, develop, and implement policies and procedures.
- Ability to interpret and apply Federal, State, local ordinances, laws and regulations, and make rational decisions in accordance with established policy.
- Ability to gather pertinent facts, analyze, and arrive at sound conclusions.
- Ability to quickly compile and interpret and report research findings and recommendations.
- Ability to identify, analyze, and solve administrative problems and render advice and assistance.
- Ability to work under pressure to manage simultaneous tasks and projects and to meet multiple deadlines.
- Ability to maintain strong professional and personal integrity, ethics, and standards.
- Ability to research and analyze detailed information and make appropriate recommendations.
- Ability to plan, develop, implement, and evaluate projects and programs.
- Ability to maintain a professional demeanor when dealing with the public.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Knowledge of City policies, procedures and practices.
- Knowledge of local government organization and its departmental operating requirements.
- Considerable knowledge of modern office practices and procedures.

- Ability to analyze and prepare organizational and functional reports from research data.
- General knowledge of standard office procedures, practices, equipment and office assistance techniques.
- Knowledge of the City and department programs and policies.
- Knowledge of the use of a multi-line telephone system.
- Ability to work the allocated hours of the position.

**PHYSICAL REQUIREMENTS:**

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and reaching with hands and arms. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Work requires preparing and analyzing written or computer data and observing general surroundings and activities.

**WORK ENVIRONMENT:**

Works in an office setting, in generally comfortable conditions.

*In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*