

Plans Examiner

DEPT:	Community Development	FLSA:	Non-Exempt
DIV:	Planning & Zoning	EEOC:	Technician
DATE:	July 2016		



POSITION SUMMARY

Performs a variety of **para-professional and technical duties** needed to assure building plan compliance with city, county and or federal uniform building and zoning codes; signs off on approved plan specifications. Assists with the administrative functions of the division.

SUPERVISION RECEIVED

Works under the general supervision of the Chief Building Official.

SUPERVISION EXERCISED

Provides general supervision to the Lead Building Inspector and Building Inspectors II and I and Permit Technician(s).

ESSENTIAL FUNCTIONS

Performs various administrative functions in the absence of the Building Official; makes recommendations related to project priorities; may participate in regular meetings and provide assistance to various commissions and boards as an advisor and subject matter expert; provides technical support for Development Review Committee with regard to building code issues.

Interprets regulations and codes to builder and property owners to assist them in altering construction plans to meet established standards; serves as a resource to contractors on matters relating to code requirements and construction techniques and practices; researches and examines building plans for compliance with uniform building code as to construction, building type, occupancy, fire protection, and location of lot; verifies plans to conform to city ordinances.

Conducts pre-project processes and advises clients on needed project documents and specifications; advises architects, engineers, contractors and owners on code and design requirements; coordinates review and planning activities with city fire marshal.

Receives and examines building plans for compliance with uniform building code as to construction, building type, occupancy, fire protection and location of lot; verifies plans to conform to city ordinances for commercial and residential construction.

Processes building applications; determines building permit fees following established procedures for building type and size for building, plumbing, electrical, water, heating, cooling and other construction phases as required by law.

Requires or makes corrections for errors on blueprints; discusses and explains ordinances and codes to home owners, contractors, architects and engineers; assumes authority and responsibility for plan corrections as to conformance to city ordinances and codes.

May perform as senior building inspector; visits building sites or existing buildings to perform inspections including zoning, , footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances; Reviews all Geo technical reports to insure that all requirements are met for placement of footings.

Interprets regulations and codes for builder and property owners to assist them in altering construction plans to meet established standards.

Investigates alleged code violations; determines whether a violation exist; informs building owner/worker of violations in building construction; serves correction notices, stop work notices as needed; works closely with administrative and legal staff to insuring compliance with the law and observance of safety regulations; prepares certification of the inspection; follows through on abatement of particular houses as it relates to zoning and building regulations.

Maintains files on buildings under construction, inspection, soil and concrete tests, soils reports, etc.; researches into particular problems; suggests solutions; follows up on written agreements between the city and building owners, developers, contractors, etc.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from high school or GED, plus, two (2) years of specialized training in building methods and practices related to commercial, industrial and residential structures provided through technical college , professional workshops or university studies;

AND

- B. Eight (8) years of responsible experience performing above or related duties;

OR

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of construction methods and materials common to commercial, industrial and residential construction projects; basic engineering standards and codes; political, legal and governmental processes affecting various building programs and project management; building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; basic drafting techniques, blue prints and related specifications; interpersonal communication skills. **Some knowledge of** principles of supervision and work flow management.

Considerable Skill in the art of diplomacy and cooperative problem solving.

Ability to interpret codes accurately and effectively; analyze permanent structures to determine conformity of established codes; communicate effectively verbally and in writing; read and interpret plans and specifications; visualize completed projects in planning stages and estimate the end results; ; perform mathematical calculations; develop and maintain effective working relationships with elected officials, federal agencies, state agencies, local governments, subordinates, and the public.

3. Special Qualifications:

Must possess and maintain a valid Utah Class Driver's license.

Must be ICC and State of Utah Certified Inspector in either residential or commercial specializations, including plan examiner, plumbing, electrical, mechanical, ADA and building.

4. Work Environment:

Tasks require a variety of physical activities not generally involving muscular strain. Physical activity and demands are frequent related to walking, standing, stooping, climbing, sitting, and reaching. Talking, hearing and seeing or other effective communication is essential to job performance. Mental application utilizes memory for details, emotional stability and discriminating thinking common to most job functions. Frequent travel required in course of performing portions of job functions. Regular exposure to outside weather extremes and in dangerous settings related to the public right of way operations and construction sites.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____

(Employee)