



JOB DESCRIPTION

JOB TITLE: Building Plans Checker

JOB CODE: 1380

DEPARTMENT: Community Development - Building

FLSA STATUS: Non-Exempt

REPORTS TO: Building Official

SUMMARY OF JOB PURPOSE

Checks new construction and building alteration plans of residential projects for conformance with sound recognized design principles, and the applicable requirements of all state and local codes, ordinances, and approved conditions.

ESSENTIAL FUNCTIONS

1. Checks and analyzes new construction and building alteration plans for residential projects in a timely manner to ensure compliance with current adopted codes; Coordinates the review of new construction and building alteration plans submitted by other County divisions and departments.
2. Ensures that deficiencies identified in plans are promptly corrected and keeps applicant informed of their status in the plan checking process.
3. Issues approval to obtain building permits for plans meeting applicable codes and policies.
4. Provides useful and helpful information to walk-ins and telephone contacts regarding plan submittals and current code questions.
5. Maintains accurate logs of errors, omissions and violations in plans, which must be legible, complete and descriptive of problems encountered in the review of said plans.
6. Maintains a filing system of all plans and related documentation that is properly organized for efficient use.

QUALIFICATIONS

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 individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma, or equivalent, and three (3) years experience in the construction industry with at least one (1) of those years in project plan reviewing, checking, or blueprint reading required; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; speak effectively before groups of customers or employees of the County.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of the current codes; building construction materials and techniques; engineering mathematics and structural design principles; applicable state and local land use, zoning and construction codes and regulations; plan inspection requirements and procedures.

Ability to read and interpret complex construction plans, specifications and basic engineering calculations. Ability to calculate square footage of a building and determine the cost of a building permit; prepare clear, concise written commentaries covering all noncompliance features and/or incorrect plan information proposal. Ability to tactfully and persuasively explain requirements for accomplishing compliance with applicable codes; interpret applicable codes correctly and flexibly; establish and maintain positive working relationships with applicants, fellow employees and supervisors; complete plan checking in a timely manner within processing time targets and at a productive pace.

Intermediate proficiency level utilizing Microsoft Office applications including Excel, Access, PowerPoint, Word, and Outlook, and the ability to operate other standard office equipment, including telephones, calculators, copiers, FAX machines, etc. is required.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record, or the ability to obtain one within 30 days of hire.

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 individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift and/or carry up to 35 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORKING ENVIRONMENT

Work is performed in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines.

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I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ DATE: _____

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