



## JOB DESCRIPTION

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**JOB TITLE: Building Plans Examiner - Senior**

**JOB CODE: 1400**

**DEPARTMENT: Community Development - Building**

**FLSA STATUS: Non-Exempt**

**REPORTS TO: Building Official**

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### SUMMARY OF JOB PURPOSE

Examines commercial and private building plans and inspects construction sites to ensure compliance with building code regulations.

### ESSENTIAL FUNCTIONS

1. Examines building and structural plans and calculations for compliance and structural integrity; checks plans for load path and determines size and spacing dimensions from roof to foundation; interprets and enforces a variety of codes, ordinances, and regulations; reviews and approves standard individual sewage disposal systems (septic systems).
2. Reviews building plans to assure that the specifications are correct, complete and adhere to established Federal, state, and local regulations and guidelines; issues occupancy certificates to building owners when completed buildings are in compliance with codes.
3. Consults with architects, engineers, designers, contractors, and owners concerning deficiencies with structural and non-structural requirements; responds to questions and concerns; resolves problems that arise due to code or structural design.
4. Compiles, files, and maintains records and reports of plan reviews; computes project cost and permit fees; submits reports detailing items of noncompliance to builder for correction; notes instances of noncompliance on plans and correction sheet and suggests modifications to bring plans into compliance; provides code information to individuals planning buildings.
5. Performs field inspections of structures under construction for compliance with approved plans and codes; investigates complaints and provides recommendations to correct areas of concern; conducts follow-up actions; works with and responds to staff and public to address and correct areas of concern that arise during plan check, inspection, and construction activities.
6. Provides training, guidance, and assistance to other staff involving basic engineering procedures, plan checking and other related subjects; coordinates plan check activities with outside agencies, when necessary; prepares and coordinates all aspects of plan checks forwarded to outside consultants; finalizes plans to be disseminated to field.
7. Acts as lead worker; prioritizes and assigns tasks and projects, reviews the work of assigned staff to assure the work quality and timely accomplishment of assigned duties and responsibilities; may participate in the interview process and training of new employees; may provide input during the preparation of performance evaluations for assigned staff.
8. Tours jurisdictional area to detect unapproved or noncompliance construction; testifies at appeal hearings regarding buildings alleged to be not in compliance with codes.

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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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#### 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 five (5) years of plan checking, engineering, or building inspection experience; or an equivalent combination of education and experience that could provide the required knowledge, skills and abilities. Bachelor's Degree in Planning, Engineering, Earth Sciences, Public Administration or other closely related field is desirable.

#### 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.

#### 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; 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; International Code Council (ICC) Certification as Building Plans Examiner.

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### 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; some work is performed at construction sites in outside environments with exposure to inclement weather; frequent use of computers and standard office equipment; may work under stress of deadlines.

**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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