



<b>DATE</b>	September 2016
<b>JOB CODE</b>	
<b>FLSA</b>	NON-EXEMPT
<b>EEO</b>	

JOB TITLE: Plans Examiner  
 DEPARTMENT/DIVISION: Building Inspection  
 REPORTS TO: Assistant Building Official

**SUMMARY:** Responsible for performing professional work in the review of plans and specifications for residential, commercial, and industrial projects and public improvements for compliance with health and life safety requirements. Work requires limited supervision and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Researches and reviews commercial, residential, and industrial building plans for proposed projects to ensure compliance with applicable codes, ordinances, and zoning requirements.
- Serves as the primary point of contact for applicable stakeholders, which includes: organizing and coordinating the site development process; monitoring project status throughout all phases of the development process; scheduling and/or participating in pre-application, pre-permit, pre-construction, and development review committee meetings; and/or, performing other related activities.
- Evaluates, resolves, and responds to citizen and stakeholder inquiries, complaints, or concerns. Seeks solutions to design and construction code discrepancies.
- Amends, interprets, and implements City ordinances and policies to improve and provide a reasonable degree of safety in response to changing market demands in development.
- Creates, updates, and maintains numerous reference materials, manuals, and brochures, including departmental forms, checklists, plats, Board packets, reports, and/or other applicable files. Provides Board support and assistance to the Construction Advisory and Appeals Board, Board of Adjustments, the Planning and Zoning Commission, and/or other applicable groups.
- Provides peer training on a variety of topics, which may include: project management practices, building and development codes, plan review, and/or other related topics.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- Serves as Lead to Permit Techs.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of construction principles and practices;
- Knowledge of applicable laws, codes, ordinances, rules, regulations, policies, and procedures;
- Skilled in providing customer service;
- Skilled in reading and interpreting blueprints, schematics, and/or other related construction documents;
- Skilled in reading and comprehending highly technical or specialized materials;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- High School Diploma or G.E.D.
- Three years of related construction or building inspection experience.

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 25 pounds.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.