



Job Description

Job Title:	Plans Examiner	Date:	04/12/2016
Department:	Planning and Development Services	Salary:	\$23.64-\$28.04 Hourly
Reports To:	Building Official	FLSA:	Non-Exempt

Position Summary

Under the direct supervision of the Building Official, the Plans Examiner is responsible for reviewing building plans for compliance with city ordinances, building codes and state regulations in a timely and helpful manner. The Plans Examiner reviews plans and specifications for residential and commercial projects to verify compliance with code requirements including quality of materials and methods of construction for footings, foundations, concrete work, framing, plumbing, electrical, mechanical, steel erection, masonry, zoning requirements, sign regulations and other construction work.

Duties and Responsibilities

- Provide written directives for issuance of permits for residential and commercial construction.
- Review commercial/residential construction plans for compliance with City, State, and Federal rules and regulations for compliance with applicable codes.
- Coordinate with the fire department, planning department, water department, city engineer, and other departments.
- Furnish information to the public (citizens, builders, developers, architects, and engineers) regarding the requirements of building codes, zoning and sign ordinances.
- Facilitate corrections to be made when deficiencies exist and may assist builders, owners, and design professionals in determining how corrections are to be made to ensure conformance.
- Ensure accuracy when entering and maintaining plan review and building permit records into computer files.
- Calculate fees and costs relating to the issuance of permits.
- Provide a high level of professional service with customers, both internal and external.
- Regular and punctual attendance at work.
- Manage and maintain the records and documents collected and created for plan reviews performed by the City.
- Assist the public with building code questions and interpretations.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; ability to write grammatically correct routine reports and correspondence; ability to speak effectively before groups of customers or employees of organization.
- Calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra, geometry, and trigonometry.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Adept at data entry and managing Database software, spreadsheet software, and Word Processing software.
- Operate an assigned city vehicle for business use, iPad Air2 or similar device, personal computer, copier, scanner and file in appropriate location, fax machine, telephone, desk phone/voicemail, and cell phone.
- Communicate effectively with contractors, architects, engineers, and the public.
- Understand written instructions, construction codes, ordinances, technical manuals, building plans, and construction drawings.

- Perform complex mathematical calculations for engineering and design problems.
- Write reports, logs, permits, memoranda, and plan evaluations.

Knowledge, Skills, Abilities, and Behaviors

- Work in a team environment; contribute as a team member and treat co-workers, subordinates and customers with respect.
- Work in a fast paced environment.
- Present a positive image of the City at all times and interpret, implement, explain, and enforce codes.
- Actively listen and demonstrate competence and interest to the general public, citizens, and co-workers.

Minimum Education, Certification and Experience Requirements:

- Must have a high school diploma or General Equivalency Diploma.
- Minimum of two years of municipal plan review experience, including commercial plans and/or single-family, or related education.
- Minimum: I.C.C. Residential Plans Examiner
- Valid Texas Driver License and maintain an insurable driving record.

Preferred Qualifications:

- I.C.C. Building Plans Examiner Certification
- I.C.C. Electrical Plans Examiner Certification
- I.C.C. Mechanical Plans Examiner Certification
- I.C.C. Plumbing Plans Examiner Certification

Physical Requirements:

- 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.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand and sit.
- The employee is occasionally required to walk; climb or balance and stoop, kneel, crouch, or crawl.
- The employee must frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Supplemental:

The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.