

Code: 2665

Title: BUILDING TRADES PLANS TECHNICIAN

SUMMARY: This classification examines, reviews and approves/disapproves residential structure construction plans, construction permit applications, specifications and like materials for conformance with County building and other applicable codes, laws, ordinances, statutes and construction industry standards. It is distinguished from Plans Examiners whose work is restricted to similar reviewing tasks involving only residential construction plans and recommending approval/disapproval of permit applications.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Reviews residential construction plans, sketches and other data for compliance with applicable County building and related trades codes, laws, rules, regulations and industry standards;
Approves/disapproves residential construction and addition permit applications based upon review of technical data for compliance with applicable codes and standards;
Assists permit applicants and the public (in person; by mail; by telephone) by explaining the permitting, plans review and appeal processes, interpreting and explaining applicable codes and requirements, and recommending changes in plans and permit applications to assure compliance with these same codes and technical requirements;
Assists other staff in the interpretation and application of specialized codes and standards in area of own expertise;
Directs permit applicants and the public to other appropriate staff or other offices/agencies to resolve technical questions or issues, e.g., zoning, right-of-way, wastewater, etc.;
Identifies discrepancies, potential conflicts and recommended changes in applicable codes, laws, ordinances and technical standards for supervisory or management attention and decision;
Prepares and maintains manual and computer-based records and files of materials reviewed and related materials;
Prepares routine, recurring and special reports for management;
May specialize in technical requirements of a specified trade or code area, e.g., plumbing, electrical, mechanical, structural, etc.

KNOWLEDGE & SKILLS:

Knowledge of:

- modern residential building construction methods, practices, materials and equipment;
- standard industry practices of engineering related to residential construction;
- permitting and appeals processes;
- County building codes, laws, ordinances and statutes related to residential building design and construction;
- Uniform Building Codes and related construction industry standards;
- processes and techniques for reviewing and analyzing construction plans, drawings and related technical data.

Skill in:

- reviewing and analyzing residential construction plans, drawings and related technical data for compliance with County building codes and related standards;
- reading, interpreting and applying County building codes and related standards;
- resolving discrepancies in construction plans and specifications with consulting engineers, architects, owners and contractors;
- assisting the public by interpreting and explaining the construction permitting, review and appeals processes;
- assisting other staff in application and interpretation of applicable codes and standards;
- maintaining manual and computer-based records;

- communicating effectively;
- preparation of routine, recurring and special reports for management.

MINIMUM QUALIFICATIONS:

Four years of experience as a contractor, engineer, architect, or as a superintendent, foreman or competent mechanic in charge of construction.

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona Class D Driver's License at the time of appointment. All positions require an International Code Council (ICC) Inspection or plan review-related certification prior to completion of initial/promotional probation. This certification must be obtained and maintained as a condition of employment. Failure to obtain/maintain the required license/certification shall be grounds for termination.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Pima County

Revised 08/29/97(fn)
Updated 08/22/08(tb)