

| |
|---|
| <i>Code: 2671</i> <i>Title: PLANS EXAMINER</i> |
|---|

SUMMARY: This classification examines, reviews, screens and approves/disapproves residential structure construction plans, permit applications, specifications and like materials for conformance with County building and related codes, laws, ordinances and statutes.

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

Examines, screens and reviews plans and specifications for residential structure construction, alteration, repair, demolition, moving or proposed new uses of primary and/or appurtenant structures for compliance with County building codes and related codes, laws, ordinances and statutes;
Determines code compliance of proposed residential structures relative to building use and occupancy, fire protection and safety from permit applications, plans and specifications;
Performs initial analysis of permit applications, plans and specifications for such factors as lighting, ventilation and living space, and refers technical questions to qualified staff for resolution;
Assists consulting engineers, architects, owners and contractors in the interpretation of provisions of the County building and related codes, laws, ordinances and statutes, as applied to residential structures;
Reads, interprets and applies applicable provisions of codes, laws, ordinances and statutes;
Prepares and maintains manual and computer-based files of materials reviewed and related materials;
Assists the public by explaining the construction permitting and plans review processes;
Assists other staff and subordinates by interpretation of the applicable codes, laws, ordinances and statutes;
Identifies discrepancies or potential conflicts in applicable codes, laws, ordinances and statutes for supervisory or managerial attention and decision;
Prepares routine, recurring and special reports for management;
May supervise, train and evaluate staff, make effective recommendations on hiring, termination and related personnel activities.

KNOWLEDGE & SKILLS:

Knowledge of:

- modern residential building construction methods, practices, materials and equipment;
- standard industry practices of engineering related to residential building design and construction;
- County building codes, laws, ordinances and statutes relative to residential structures;
- Uniform Building Codes and related construction industry standards;
- processes and procedures of construction field inspection;
- principles, practices and techniques of effective supervision.

Skill in:

- interpreting and applying County building codes, laws, ordinances, statutes and construction industry standards;
- analyzing residential structure construction plans and specifications for compliance with applicable codes and standards;
- resolving discrepancies in residential structure construction plans and specifications with consulting engineers, architects, owners and contractors;
- assisting the public by interpreting and explaining the construction permitting and plans review processes;
- assisting other staff in the application and interpretation of applicable codes and standards;
- maintaining manual and computer-based records;

- preparation of routine, recurring and special reports.

MINIMUM QUALIFICATIONS:

Three 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: All positions require certification as a Plans Examiner by a nationally recognized organization (e.g., ICBO, ICC) at the time of appointment or prior to completion of initial/promotional probation, and this certification must be maintained as a condition of employment. Failure to obtain and maintain the required 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 03/04/09^(cs)