

Code: 2672

Title: PLANS EXAMINER - SENIOR

SUMMARY: Examines, reviews and screens primarily complex commercial and industrial structure construction plans, permit applications, specifications and like materials to determine their conformance with County building and other applicable codes, laws, ordinances, statutes and construction industry standards, and recommends approval/disapproval. It is distinguished from Plans Examiners whose work is restricted to less complex tasks involving residential and simple commercial construction plans, specifications and projects.

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 complex plans, specifications and engineering data for commercial, industrial and residential structure construction, alteration, repair, demolition, moving or proposed new uses of primary and/or appurtenant structures to determine their compliance with County building codes and related codes, laws, ordinances, statutes and industry standards;
Performs engineering computations and analysis of complex plans and specifications for compliance with specialized areas of applicable building codes, such as electrical, plumbing, mechanical, structural members and assemblies, etc.;
Interprets provisions of the County building and related codes, laws, ordinances and statutes and confers with consulting engineers, architects, owners and contractors to resolve questions posed or arising from review of plans, specifications and engineering data;
Trains staff in the field application of appropriate provisions of building codes;
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, plans review and appeals 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;
Recommends changes to County building and related codes to resolve design or interpretation problems;
Prepares routine, recurring and special reports for management;
May serve on general or specialized building codes maintenance and revision committees;
May supervise, train and evaluate staff, make effective recommendations on hiring, termination and related personnel activities.

KNOWLEDGE & SKILLS:

Knowledge of:

- modern commercial, industrial and residential building construction methods, practices, materials and equipment;
- standard industry practices of engineering related to building design and construction;
- County building codes, laws, ordinances and statutes relative to commercial, industrial and residential structures;
- International Building Codes and related construction industry standards;
- processes and procedures of construction field inspection;
- techniques of engineering analysis of plans, specifications and engineering data;
- methods and techniques of employee training;

- electronic permitting, document processing and GIS information systems;
- principles, practices and techniques of effective supervision.

Skill in:

- interpreting and applying County building codes, laws, ordinances, statutes and construction industry standards;
- analyzing construction plans and specifications for compliance with applicable codes and 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, plans review and appeals processes;
- performing field inspections of complex construction projects and documenting findings;
- 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;
- communicating effectively;
- training staff in the field application of appropriate provisions of building codes;
- safely operating and performing operator-level servicing of assigned County vehicles.

MINIMUM QUALIFICATIONS:

EITHER:

- (1) Five years of experience as a contractor, engineer, architect, or as a superintendent, foreman, or competent mechanic in charge of construction, construction plan reviewer or construction project manager.

OR:

- (2) Two years of experience with Pima County as a Plans Examiner.

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require certification as a Plans Examiner by a nationally recognized organization (e.g., ICBO, ICC) either at the time of appointment or before completion of initial/promotional probation, and this certification must be maintained as a condition of employment. Some positions may require, at the time of appointment or within 24 months of appointment, registration as an Architect or Professional Engineer in Arizona or any state providing reciprocal professional registration. Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to obtain and maintain the required registration, certification or licensure shall be grounds for termination.

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

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