

Code: 2674

Title: PLANS EXAMINER-PRINCIPAL

SUMMARY: Plans and implements administrative and support functions of the Building Codes unit. Coordinates activities between the plans examining and field inspection units, to include creation, codification and communication of the division's policies and procedures. Supervises and participates in complex engineering examinations of residential, commercial and industrial structural construction plans, permits, engineering data and related materials for compliance with County and related building codes, laws, statutes, ordinances and industry standards. Approves/disapproves construction permit applications, amendments/changes and resolves technical questions posed by applicants, and may act as Ombudsman for applicants on issues related to the application of local and state building codes.

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

Plans, organizes, supervises and participates in the work of staff in the Plans Examining division;
Assigns work to staff, assuring proper workload distribution, and evaluates staff performance;
Evaluates, conducts or coordinates provision of technical training and development of staff;
Reviews plans and technical data for complex projects for compliance with County building codes and applicable codes, laws, statutes, ordinances and industry standards;
Oversees or directs investigations of complaints alleging code violations, and refers complaints to appropriate other authorities as needed or acts as Ombudsman to resolve issues;
Evaluates new construction products, systems and methods and makes recommendations to management for potential inclusion in County building and specialty codes, laws, statutes and industry standards or to modifications of same;
Provides technical assistance and guidance to staff, engineers, architects, contractors, owners and permit-holders in interpretation and application of applicable codes;
Identifies discrepancies, potential conflicts and recommended changes to applicable codes, laws, ordinances and technical standards for management decision and action;
Develops and implements new or revised processes and policies to comply with applicable codes, laws, rules and regulations and relevant quality standards;
Assists the Chief Building Official with research and effective recommendations for issues under consideration by the Building Official's Appeal Review Panel;
Makes effective recommendations to the Chief Building Official on staff personnel matters;
Plans, evaluates and implements long-term Information Technology (IT) applications of the division in concert with departmental and county IT staffs;
Creates and delivers public and educational presentations to staff, professional organizations, governmental bodies and the public, relevant to building and related codes and county processes;
Serves as member of the joint City/County Code Review Committees, and represents the County at Model Code Chapter and similar codes enforcement-related meetings, workshops, symposia, etc.;
Prepares and submits routine, recurring and special reports to management;
Maintains manual and computer-based records of work activity, materials reviewed, etc;
Coordinates activities between the Central Permits and Building Codes units;
May act as Chief Building Official in the absence of the incumbent.

KNOWLEDGE & SKILLS:

Knowledge of:

- County building codes, standards, laws, ordinances and related standards for construction;
- Uniform Building Codes and related construction industry standards;

- . City/County permitting and appeals processes;
- . processes and techniques for reviewing and analyzing construction plans, drawings and related technical data, and performing site inspections to assure code/permit compliance;
- . standard practices of architecture and engineering applicable to construction activity;
- . capabilities and applications of IT resources to unit operations;
- . principles and techniques of employee supervision, evaluation and training;
- . principles and techniques of administrative management.

Skill in:

- . reading, interpreting and applying applicable building codes, standards, laws, statutes and ordinances;
- . reviewing and analyzing construction plans, permit applications, drawings and related technical data for compliance with applicable codes, etc.;
- . communicating effectively, both orally and in writing;
- . assigning, supervising and evaluating the work of assigned staff;
- . assessing need for and conducting or coordinating conduct of needed staff training;
- . assessing and addressing unit work-flow processes, procedures and policies and directing changes needed to assure compliance with applicable codes, laws, rules, regulations and policies;
- . assessing and implementing IT technologies to support unit activities;
- . identifying discrepancies, potential conflicts and recommended changes to applicable codes, laws, ordinances and technical standards;
- . conducting and documenting investigations of alleged code violations;
- . assisting staff in the interpretation and application of applicable codes, etc.;
- . maintaining manual and computer-based records, reports and correspondence;
- . resolving discrepancies in constructions plans, technical data and permit applications and appeals with consulting engineers, contractors, property owners and permit-holders.

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 and current active certification* as a Plans Examiner by a nationally recognized organization (e.g. ICBO, ICC) plus four years of experience as a Plans Examiner. [*Per requirements of Pima County Ordinance 2001-10 and adoption by reference of the 2000 International Building Code.]

OR:

(2) Current Arizona or reciprocal state registration as an Architect or Professional Engineer plus four years of experience as a Plans Examiner.

OR:

(3) A Master's degree or earned Ph.D. degree from an accredited college or university and current active certification* as a Plans Examiner by a nationally recognized organization (e.g. ICBO, ICC) plus two years of experience as a contractor, engineer, architect or as a superintendent, foreman of competent mechanic in charge of construction, plus four years of experience as a Plans Examiner. [*Per requirements of Pima County Ordinance 2001-10 and adoption by reference of the 2000 International Building Code.]

OTHER REQUIREMENTS:

Licenses and Certificates: All positions require a valid Arizona Class D Driver's License at the time of appointment. All positions require certification as a Combination 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/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 8/29/97^(fn)
Updated 12/24/07^(team)