



Plans Examiner

Department:	Community Development	Revision Date:	January 2020
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GENERAL PURPOSE: Under minimum supervision, examines building plans of new residential & commercial buildings for compliance with the adopted technical building codes and other applicable regulations and ordinances.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Reviews residential & commercial building plans for compliance with the adopted technical building codes and ordinances.
- Answers questions from and assists the public regarding the codes and application process regulating building construction.
- Maintain records and reports as needed in accordance with the policies and procedures of the department.
- Reviews and accepts development plans and permit application as needed/available; reviews applications for completeness, calculates and collects applicable fees, and forwards, application to appropriate staff for review; assists Community Development Department staff; provides administrative support services as needed, including receptionist functions; researches issues as requested; processes documents and maintains permit records, files and activity log.
- Creates, updates and tracks a variety of electronic and paper files, records, applications, reports, and technical documents; enters department and customer information for customers, staff, authorized agencies and others; notifies other agencies and departments as needed; compiles operational information for regular activity reports.
- Trains new employees in procedures for completion of assigned duties.
- Acts as liaison with other divisions and applicants through the preliminary code review process for residential projects and small commercial projects.
- Performs other job specific duties as assigned.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED equivalent: AND three years of experience with municipal or county building permit processes and working with the International Code Council building codes.

Required Licenses or Certifications:

- Must possess State of Arizona Driver's license.
- International Code Council (ICC) Residential & Commercial Plans Examiner certification is required within one year of hire. Incumbent may be required to obtain additional technical certifications.

PREFERRED QUALIFICATIONS

Knowledge of:

- The organization of the ICC building codes in their different sections, Town adopted amended technical codes and all codes adopted by the Town pertinent to residential construction.
- Geography, roads and landmarks of the Town and surrounding areas.
- Record keeping and file maintenance principles and procedures.
- Reading and interpreting building plans and specifications, and applying Town adopted codes and policies.

Skill in:

- Analyzing situations accurately, making independent decisions on the application of the Town adopted building codes and following established procedures.
- Establishing and maintaining cooperative working relationships with employees, officials, contractors, other agencies and the general public.
- Maintaining accurate and interrelated technical and computerized records.
- Communicating clearly and concisely, both verbally and in writing.
- Permits, requirements, fees and processes.
- Computer software to include iWorQ's, Microsoft Outlook, Word, and Excel, as well as Adobe Acrobat and Adobe Creative Cloud.

Physical Demands / Work Environment:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This classification involves work that requires:

- Work is performed in an office environment and in the field verifying accurate and adequate representations of submitted building plans on an as needed basis as determined by the Plans Examiner directly or the Building Official.
- Ability to travel over rough terrain and work in extreme weather conditions as necessary.
- Work is performed in a standard office environment, with normal office noise.
- Physical demands may include sitting for extended periods of time and typing.
- Employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- May frequently lift and move objects up to 25 pounds.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job may change.

FLSA: Non-Exempt

Salary Range: 58