

Construction Plan Examiner

Class Title

Construction Plan Examiner

Salary

\$22.66 per hr.

Position Summary

Inspect and approve residential, commercial or industrial building construction plans including electrical systems and mechanical systems; ensure compliance with applicable building codes, regulations and ordinances; work with the general public, developers and contractors to maintain code requirements and resolve issues related to code compliance; perform a variety of technical tasks relative to assigned areas of responsibility.

Supervision Received and Exercised

Receive general direction from higher level supervisory or management staff.

Essential and Supplemental Functions:

**** Fastrax Plan Review Only****

ESSENTIAL FUNCTIONS: (Essential functions may include, but are not limited to the functions listed below)

1. Review residential, commercial or industrial building FasTrax plans to ensure compliance with all applicable codes, ordinances and regulations including accessibility standards for the disabled and safety requirements.
2. Review FasTrax plans for swimming pools, spas, signs, garden walls and retaining walls to ensure compliance with all applicable codes, ordinances and regulations.
3. Coordinate plan-checking activities with department Review Manager; route plans, comments and specifications to appropriate departments, divisions or outside consultants.
4. Review foundation plans for modular buildings and site-built construction to ensure compliance with applicable codes ordinances and regulations.
5. Maintain accurate and detailed records; may prepare analytical or statistical reports.
6. Maintain awareness of new building codes and regulations.
7. Respond to inquiries from the public, architects, engineers and contractors regarding applicable codes and regulations.
8. Perform preliminary code design review of proposed building projects for owners, architects, engineers and contractors.
9. Process FasTrax building code review comments for building permit issuance approval.
10. Maintain working knowledge of new building, plumbing, mechanical, electrical codes and regulations.
11. Perform basic computer operations.

SUPPLEMENTAL FUNCTIONS:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in construction field.
2. Perform related duties and responsibilities as required.

Minimum Education and Experience Requirements

Education and experience directly related to the minimum requirements below may be interchangeable on a year for year basis.

Bachelor's degree from an accredited college or university in construction, or architectural engineering; **and**

Four (4) years of experience in Quality Control, Quality Assurance, Building Inspection, Drafting, Plan Drawings, or Plan Review of Accessory Structures, Detail Designs, Shop Drawings, Residential, Commercial, or Industrial Buildings.

Possession of a valid Plan Review Certificate issued by the International Code Council (ICC) preferred.

Preferred Knowledge

- Principles and practices of commercial or industrial building inspection
- Operational characteristics of commercial or industrial building systems and equipment including electrical systems, plumbing systems and mechanical systems
- Principles and procedures of record keeping
- Methods and materials used in construction of commercial or industrial buildings, systems and equipment including electrical systems, plumbing and mechanical systems
- Principles and practices of commercial or industrial building plan review
- Advanced principles of mathematics including algebra
- Technical drawings, advanced mathematics, handbook formulas and tables
- Modern office procedures, methods and equipment including computers
- Occupational hazards and standard safety practices
- Pertinent Federal, state and local laws, codes, ordinances and regulations related to assigned area of review responsibility

Preferred Skills and Ability

- Examine commercial or industrial construction plans to ensure compliance with applicable codes, standards and regulations
- Examine commercial or industrial building system plans and related structures including electrical systems and plumbing, mechanical systems
- Read construction documents and specifications
- Understand, interpret and explain applicable inspection codes and ordinances
- Read and interpret plans and specifications
- Perform electronic plan review

- Maintain accurate logs and records
- Perform commercial or industrial building plan review activities
- Apply mathematical principles to verify calculations to ensure that drawings and specifications are in compliance with applicable codes
- Respond to requests and inquiries from the general public
- Work independently in the absence of supervision
- Communicate clearly and concisely
- Perform the essential duties of the job with or without reasonable accommodation
- Establish and maintain effective working relationships with those contacted in the course of work

Working Conditions**Environmental:**

Office and in home environment; exposure to computer screens.

Physical:

Essential and supplemental functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying.