



CLASS SPECIFICATION

Class Code: 2112
Date Est: 05/1979
Last Rev: 10/2018
Last Title Chg: 09/1993
FLSA: non-exempt
Probation: 12 months

PLANS EXAMINER

DEFINITION

Under general supervision, reviews construction plans and specifications for completeness and compliance with building codes, state laws and local ordinances; performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of experience as a building inspector; OR one year of experience as a plans examiner; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Must possess the following International Code Council (ICC) certifications or recognized equivalent certifications at the time of application:

Building Plans Examiner (B3)
Residential Building Inspector (B1)

Must obtain the following International Code Council (ICC) certifications or recognized equivalent certifications within 12 months of appointment:

Residential Electrical Inspector (E1)
Residential Mechanical Inspector (M1)
Residential Plumbing Inspector (P1)

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Review construction plans, specifications and applications for building permits by checking parameters on building design, heating, ventilation and insulation to ensure completeness and conformance with applicable building and safety codes (e.g., plumbing, electrical, mechanical and fire).

Answer technical questions relating to building codes and county polices to assist the public and contractors with the construction process.

Research technical manuals to ensure compliance of new and/or alternate materials listed on plans.

Assist Building Inspectors by providing technical advice and answering technical questions.

May assist Building Inspectors with field inspections to ensure compliance with existing codes.

Meet with contractors, architects, engineers and other government agencies to review and make corrections on projects ensuring compliance with building codes and expediting the plan review process.

Code data for tracking building permits and coordinating the plan review process with other government agencies.

Analyze plans, construction drawings, and blueprints to identify potential hazards, project consequences of proposed actions and make appropriate recommendations and decisions to implement an effective resolution.

Prepare letters providing explanations of plan corrections or denials and technical interpretations of building codes.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/division policies and procedures.

Washoe County ordinances and building codes.

Computer software specific to the department/division.

Ability to:

Operate computer permits system.

Code and retrieve data to track the building permit process.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance or other evaluation methods.)*

Knowledge of:

Building construction materials and methods.

Uniform Building Code and associated national codes governing construction and alteration of buildings.

Ability to:

Read and interpret construction plans and blueprints.

Recognize unsafe conditions or deviations from acceptable design.

Make appropriate recommendations for corrective actions.

Perform mathematical calculations.

Enforce rules and regulations tactfully, impartially and firmly.

Read, interpret and apply regulations, policies and procedures.

Provide information or explain building codes and ordinances.

Communicate effectively both orally and in writing.

Maintain effective working relationships with contractors, architects, engineers, property owners and other government reviewing agencies.

Operate a personal computer and a variety of software packages.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.*

All required certifications must be kept current and maintained for continued employment.

Must possess adequate mobility to work in typical office environment and use standard office equipment; vision to read printed materials and a computer monitor; and hearing and speech to communicate in person and over the telephone.

Position requires the completion of a minimum 45 hours of continuing education every three years.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.