



CLASS SPECIFICATION

Class Code: 2117
Date Est: 01/1997
Last Rev: 07/2017
Last Title Chg:
FLSA: exempt
Probation: 12 months

PLANS EXAMINER SUPERVISOR

DEFINITION

Under general direction, supervises the plans examining section of the Planning and Building Division; responsible for the review of permit plans and specifications to ensure completeness and compliance with building codes, federal and state laws and local ordinances; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Five years of experience in building plans examination for code compliance. A bachelor's degree from an accredited college or university in engineering or architectural design may be substituted for up to one half of the experience requirement.

LICENSE OR CERTIFICATE

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

Must possess an ICC Combination Inspector certification and ICC Building Plans Examiner certification; OR an ICC Master Code Professional certification or a recognized equivalent certification at the time of application.

Must obtain an ICC Building Official or Building Code Official certification within one year of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over Plans Examiners and support staff.

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

Plan, organize and supervise the work of staff engaged in plans examining and review, which includes training, work assignment, scheduling and review of work, employee development, discipline and writing performance evaluations.

Provide input and recommendations with the formulation of Department policies and programs, which includes conducting technical research, planning, and implementing goals and objectives, setting performance standards for streamlining plan approval processes and making budget recommendations.

Meet with owner-builders, contractors, design professionals and other government agencies to review and make corrections on projects ensuring compliance with building codes and expediting the plan review process.

Review the more complex drawings, specifications and applications for building permits by checking engineering calculations on structural design, life-safety issues, ADA and building systems, including energy compliance submitted by owner-builders, contractors and design professionals for completeness and conformance with applicable building codes, federal and state laws and local ordinances.

Provide lead experience and expertise to the plans examiner section for commercial, industrial and residential projects and structures for difficult and complex plan reviews.

Answer technical questions relating to building codes and County policies to assist the public and contractors with

the construction process.

Research technical manuals to ensure compliance with established standards, and evaluate performance or alternate materials and methods proposed by applicants.

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

Prepare letters providing explanations of plan corrections or denials and technical interpretations of building codes, federal and state laws and local ordinances.

Ensure that assigned staff performs assignments and reviews in a competent and professional manner that minimizes the County and applicants risk and liability.

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.

Federal, state and County building ordinances and codes.

Computer software specific to the department/division.

Accella permitting software.

Principles of budget preparation and fiscal accounting.

Countywide personnel policies such as substance abuse and other intervention programs, sexual harassment, progressive discipline, equal employment opportunity, affirmative action and reasonable accommodation for disabled workers.

Ability to:

Effectively supervise personnel.

Plan, coordinate and direct the plans examination section to accomplish established goals and objectives and optimize efficiency.

Develop and implement recommendations regarding work procedures and cost effective services.

Professionally represent the County on technical matters relating to building plan review; consistently report progress and concerns to department head; propose and implement initiatives with department head approval.

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

Knowledge of:

Principles and practices of management and supervision.

Building construction materials and methods.

International Building Codes and associated state and federal laws, local ordinances and codes governing construction and alteration of buildings.

Occupational hazards and standard safety practices necessary in area of responsibility.

Ability to:

Read and interpret codes, laws, ordinances, plans and technical literature; recognize life safety critical conditions or deviations from acceptable design.

Perform mathematical calculations.

Enforce rules and regulations tactfully, impartially and firmly.

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.

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

Mobility to work in typical office environment and use standard office equipment. Vision to read printed materials and review digital drawings a computer monitor. Hearing and speech to communicate in person and over the telephone.

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