

## **BUILDING PLANS EXAMINER I**

### **DEFINITION**

Under direction of the Assistant Building Official, receive and check building plans and specifications; to issue, process, and approve building permits; to perform the full range of building inspection functions; to answer questions regarding code enforcement and structural requirements for the public, architects, contractors, and engineers; and to do related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized classification for positions assigned to perform building plan checking and review, as well as field inspections in the Building Division.

### **REPORTS TO**

Assistant Building Official, Director of Planning and Building.

### **CLASSIFICATIONS DIRECTLY SUPERVISED**

None, but may provide lead direction.

## **BUILDING PLANS EXAMINER I – 2**

### **EXAMPLES OF DUTIES**

- Receives, reviews, and checks building plans for compliance with building codes, ordinances, and proper construction requirements.
- Identifies potential safety and structural failures and alteration needs.
- Calculates foundation, stress, square footage, and support requirements for plan checks.
- Prepares lists of corrections for plans and specifications.
- Explains and interprets applicable codes and ordinances for contractors and the general public; approves, processes, and issues building permits.
- Performs the full range of Building Inspector responsibilities to determine compliance with applicable codes and ordinances as assigned.
- Responds to correspondence regarding building plans, specifications, and code compliance.
- Issues notices of non-compliance with safe structural standards and applicable ordinances.
- Maintains records and files.
- Provides general information about structural and code requirements to interested persons, collects monies and fees for permits.
- May provide supervision for staff in the absence of the Assistant Building Official and the Plans Examiner II.

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; crawl through various areas, including underfloor and attic areas, requiring moving on hands and knees; walk on sloped ground and uneven surfaces; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

### **TYPICAL WORKING CONDITIONS**

Work is performed in office, outdoor, and driving environments; work is performed in varying temperatures; exposure to dust, chemicals, and gases; exposure to dampness, exposure to insects; exposure to hazards such as moving machinery parts, electrical current; continuous contact with staff and the public.

## **BUILDING PLANS EXAMINER I – 3**

### **KNOWLEDGE OF**

- Practices, tools, equipment, and, materials used in the general construction trade.
- Federal, State, and local codes and ordinances related to building construction and structural requirement.
- Accepted safety standards and methods of building construction.
- Qualities of various construction materials.
- Building and related codes and ordinances enforceable by the County.
- Building plans and specifications.
- Inspections methods and techniques.
- Principles of mathematics related to the building plan review and checking.

### **ABILITY TO**

- Perform building plan checks and reviews.
- Perform building inspections, enforce codes and ordinances, and examine workmanship and materials.
- Detect deviations from laws, regulations, and standards construction practices.
- Apply technical knowledge of building trades work.
- Read, interpret and explain building plans, specifications and building codes.
- Make arithmetical calculations quickly and accurately
- Communicate effectively both orally and in writing.
- Provide advice on standard construction methods and requirements.
- Prepare clear and concise written reports.
- Deal tactfully and courteously with the public.
- Establish and maintain cooperative working relationships.
- Provide lead direction for staff.

## **BUILDING PLANS EXAMINER I – 4**

**Training and Experience:** Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- ❖ One (1) year of responsible work experience in building plan checking and design review;
- OR
- ❖ I.C.C. Certification as “Plans Examiner”, or its equivalent;
- OR
- ❖ Experience as a Combination Building Inspector in Plumas County or an equivalent jurisdiction;
- OR
- ❖ Work experience in the construction industry as a California Licensed Building Contractor.

### **SPECIAL REQUIREMENTS:**

Valid I.C.C. Certificate as “Plans Examiner” within one (1) year of appointment. In addition, the Certification as a “Plans Examiner”, by ICC or it’s equivalent, and must be maintained throughout employment.

Must possess a valid driver’s license at time of application and a Valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.