



POSITION DESCRIPTION

Title: Plans Examiner

Department: Building Inspection

Job Analysis: September 2020

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this classification and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Building Official, Deputy Building Official

Subordinate Staff: None

Internal Contacts: Chief Building Inspector, Building Inspectors, Hazard Mitigation Coordinator, Permit Administrator, Permit Technicians, Bookkeeper, other County Employees

External Contact: Building Contractors, Engineers, Architects, Surveyors, International Code Council, and State regulatory agency personnel

Status: Classified/Exempt (Grade S313)

Job Summary

Reviews permit applications and required documents for accuracy and completeness. Examines construction plans and specifications for compliance with all applicable codes, ordinances, state and federal regulations, and flood determination issues. Meets with engineers, architects, surveyors, contractors, developers, and the general public to discuss project details and requirements. Maintains and documents status of all construction projects to prepare and present project reports to the Building Official.

Job Domain

A. Plan Review

1. Schedules and conducts pre-construction meetings and conferences as needed.
2. Reviews building, electrical, plumbing, and mechanical plans for commercial and residential construction within the County permitting jurisdiction.
3. Reviews plans for code, accessibility, flood zone, FEMA and ADEM requirements, County ordinance compliance as well as all State and Federal requirements enforced by the department.
4. Prepares review comments for applicants detailing corrections or actions needed.

5. Receives and reviews certifications from architects and engineers for compliance with special inspection requirements.
6. Reviews surveys and elevation certificates for compliance with approved plans.
7. Answers questions concerning flood zones, codes, and permits.
8. Interprets code changes, researches code problems, keeps informed and researches newly approved building materials.
9. Coordinates with Planning & Zoning Department, Sewer and Fire Departments to ensure compliance with mutual codes and concerns.

B. Inspections

1. Monitors building permit jurisdiction for building code violations.
2. Investigates complaints of improper construction or non-compliant job sites.
3. Investigates unsafe/nuisance structures.
4. Conducts field inspections as needed.

C. Administrative Activities

1. Answers questions regarding permit projects, ordinances, and flood zones.
2. Interprets code changes.
3. Completes various reports, forms, records, etc.
4. Writes informational letters.

D. General Duties

1. Performs other duties as required.

Knowledge, Skills, and Abilities

1. Verbal and written skills to communicate effectively at all levels with all persons involved in the building trades.
2. Considerable knowledge of engineering, architectural, and construction standards governing design, construction, and use of buildings.
3. Considerable knowledge of design and installation standards for electrical, plumbing, gas, and mechanical systems.
4. Knowledge of FEMA regulations, ADEM regulations, flood zones, and construction methods particular to coastal areas.
5. Ability to read and interpret plans quickly and accurately; compare with code requirements and construction in progress.
6. Ability to establish and maintain professional, pleasant working relationships with the general public, property owners, contractors, design professionals, coworkers, and public officials to enforce building codes with tact and firmness.
7. Time management and organizational skills to work wisely and efficiently while dealing with interruptions and changes to schedule with minimal supervision.
8. Math skills required for calculations used in plans examination.

Minimum Qualifications

1. Possess a valid driver's license and be insurable by the County's insurance standards.
2. High School Diploma or GED required. College degree preferred.
3. Previous experience as a plans examiner, inspector, contractor, superintendent of construction, architect, or engineer preferred.
4. Familiar with use of computers and other office equipment necessary for communication and record keeping.
5. Extensive knowledge of construction terminology and construction plans.
6. Certification by International Code Council as a Building Inspector.
7. Certification by International Code Council as a Building Plans Examiner within 12 months of hire date.
8. Certification by International Code Council in sub-trade Plans Examiner categories or the ability to obtain these certifications at a minimum of one every 12 months of hire date.
9. Certification by ASFPM as a Certified Floodplain Manager (CFM) within 24 months of hire date.
10. Must be willing to travel throughout Baldwin County.