

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.