



July 2021
FLSA: Non-Exempt

BUILDING PLANS EXAMINER

DEFINITION

Under general supervision, to perform duties related to reviewing and approving building permit applications and plans for new construction and remodels to determine if they conform to established codes, laws, and special conditions; implements, and participates in technical processes, procedures and programs; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Community Development Director. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a technical classification performing a wide variety of routine and complex community development related work. Incumbents serve to relieve the Community Development Director of performing technical assistance and work independently, performing the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Examine construction documents for proposed structures for completeness and conformity with all codes and ordinances including structural, mechanical, electrical and energy calculations, safety and health features, use of materials, placements in the property, and setbacks.
- Correct detected defects or inadequacies; by requiring that corrections be made to meet the requirements of pertinent Town codes.
- Ensure timely processing of permits; monitor the progress of permit approvals.
- Assist building permit applicants in completing applications; assist other departments and the public with researching and finding requested construction documents; research and answer questions at the front counter and via phone and email.
- Conduct building plan reviews for routine building permits; review building permit fees; verify address on new projects; complete planning and building site review approval process on site plans; review and approve plans and accompanying documents on over-the-counter permits.
- Perform plan checking for zoning code and Town adopted project conditions compliance including plan checks for commercial and multi-family dwellings.
- Determine plan examination, permit and other fees and valuation on plans submitted.
- Explain disapprovals or modification to applicants for permits.
- Confer with architects, engineers, contractors, owners and the general public on proposed projects to resolve problems.
- Coordinate with other departments on project requirements.

- Enters and retrieves data from electronic data processing system; establishes and updates information, generates documents and correspondence, communicates with others; updates computer system files; prepares, review, and maintains forms, files, and other necessary records.
- Make field investigations of structural problems, covering failures, instability, proper installation of unusual designs, materials or equipment, and other unsafe conditions; prepare reports and make recommendations on solutions.
- Develop information handouts/checklists related to plan check requirements for public distribution.
- Build and maintain positive working relationships with co-workers, other City employees, and the public, using principles of good customer service.
- Perform related assignments as necessary.

QUALIFICATIONS

Knowledge of:

- Basic principles and practices of engineering and architecture as applied to building construction and structural design.
- Organization, procedures, and operating details of the Community Development Department including the Planning and Building Divisions
- Applicable codes, regulations, policies, guidelines technical processes and procedures related to a community development department.
- Principles and practices used in planning processes of Town government organization, functions, and policies.
- Town ordinances, codes, and regulations pertaining to assigned area of responsibility including those pertaining to permit approval.
- Customer service techniques, letter writing and basic report preparation practices.
- Safety standards, methods, materials, and techniques used in building construction.
- California Building Code, Plumbing Code, Mechanical Code, City Codes, CalGreen Code, and State regulations, and California State energy regulations.
- Business arithmetic and basic statistical techniques.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and Town staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Apply technical knowledge and follow proper inspection and examination techniques; read and interpret complex building plans, specifications, regulations, and building codes; advise on standard construction methods and requirements.
- Perform responsible and technical work involving the use of independent judgment and personal initiative.
- Understand, interpret, and effectively explain Town policies, procedures, fees, and planning, zoning, and building ordinances, codes, and regulations to the public, permit applicants, and Town staff.
- Make arithmetical computations rapidly and accurately.
- Assist the public and applicants to understand and comply with Town building and planning requirements and processes; responds to procedural inquiries, answer questions and provide related information.

- Maintain cooperative working relations with builders, contractors, and the general public; provide technical assistance to other building department staff in assigned area of specialization.
- Enforce necessary regulations with firmness and tact with an emphasis on customer service.
- Organize and maintain a variety of files and records including those pertaining to permit approvals.
- Coordinate and monitor the progress of permit approvals through Town departments and outside agencies.
- Respond to a wide variety of requests and inquiries from the public.
- Quickly learn and use new skills and knowledge due to rapidly changing information and/or technology.
- Analyze data and situations and draw logical conclusions.
- Develop creative alternatives to problem solving and conflicts.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Use good judgment to recognize when a problem or issue is beyond the Technician's scope of responsibility or knowledge.
- Learn and understand the organization and operation of the Town and of outside agencies as necessary to assume assigned responsibilities.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Two years of increasingly responsible technical, or public contact experience preferably in the local government building, engineering, planning services or related field.

Required minimum education shall be equivalent to the completion of high school or GED supplemented by one or two years of college level course work in building technology, construction management, planning, engineering, architecture, or a related field. Applicants with associate degree in related field and/or planning certificate preferred.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment and a satisfactory driving record.
- Certification by the International Code Conference (ICC) as a Building Plans Examiner and one or more building-related technical codes.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, to visit various Town and meeting sites and to inspect various residential sites; vision to read printed materials, a computer screen, and to perform inspections; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend,

stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.