



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE:	Plans Examiner	LAST UPDATED:	10/24/2014
DEPARTMENT:	Development Services	JOB CLASS:	
REPORTS TO:	Plans Examiner Supervisor	FLSA DESIGNATION:	Non-Exempt

Summary: Under general supervision of the Plans Examiner Supervisor, the Plans Examiner reviews and examines plans, specifications and pertinent documents for proposed construction of building projects to determine compliance with adopted model codes, local ordinances and/or State and Federal regulations; interpretation, application and enforcement of all regulations to protect the public from hazards in the built environment.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

Essential Job Functions:

- Reviews and approves commercial and residential plans and blueprints for compliance with the minimum requirements to safeguard the public health, safety and general welfare from hazards in the built environment.
- Reviews and approves commercial and residential plans and blueprints based on Life Safety issues, building codes and ordinances.
- Provides technical assistance and coordination with design professionals, owners and contactors to expedite permit approval.
- Troubleshoots and resolves code enforcement problems in the field as they are reported.
- Reviews permit applications and plans for signs, fences, accessory structures, retaining walls, additions to structures and any changes for buildings.
- Responds to technical questions from builders, contractors, developers, and the general public by researching issues and providing appropriate guidance and answers.
- Coordinate approvals with other City Departments (Engineering, Planning, Fire, Public Works)

Other Important Duties:

- Maintains complete and accurate records and reports.
- Provides support to other divisions or work areas
- Performs other related duties as assigned.
- Regular and consistent attendance for the assigned work hours is essential.

Required Knowledge and Skills:

- Knowledge of engineering, architecture and construction principles and practices.
- Knowledge of codes, ordinances, rules and regulations related to commercial and residential building construction.
- Knowledge of a variety of construction materials, specifications, standards and alternative methods.
- Knowledge of computers and related equipment, hardware and software.
- Knowledge of City policies and procedures.
- Skill in effective oral and written communications.
- Skill in mediating, negotiating and resolving discrepancies.

- Skill in planning and implementing plan review processes and procedures.
- Skill in resolving customer complaints and concerns.

Preferred Education, Experience, and Certifications:

- Associate's Degree in Architecture, Engineering or related field **and** two (2) years construction design experience; **or** equivalent combination of education and experience.
- Must possess International Code Council (ICC) Plans Examiner within one year of employment.
- May be required to pursue other certifications related to area of assignment.
- Must pass pre-employment drug screen, criminal background, and MVR check.
- Must possess State of Texas Drivers' License.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in office and construction site environments.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of standing or sitting while reviewing and analyzing construction project plans.
- Must be able to lift up to 50 pounds.

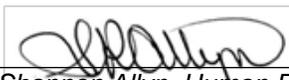
Equipment and Tools Utilized:

- Equipment utilized includes personal computer, copier, calculator, fax machine, standard office equipment,

Approved By:

Signed by Steve Covington, Chief Building Official
 Steve Covington, Chief Building Official

10/27/2014
 Date



Shannon Allyn, Human Resources Generalist

10/27/2014
 Date