



**PLANS EXAMINER 1**

**Department:** Planning and Public Works  
**Job Class #:** 699600  
**Pay Range:** Professional 05

**FLSA:** Non-Exempt  
**Represented:** Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

**GENERAL FUNCTION**

This is technical work in the Planning and Public Works Department. Under direct supervision an employee in this classification reviews residential building construction plans for completeness, accuracy and compliance with building, plumbing, mechanical and other codes. Duties include communicating of nonstructural design requirements to architects, engineers, and the public and may include performing on-site inspections necessary to complete a review and answering questions from applicants and designers regarding code compliance.

**ESSENTIAL FUNCTIONS**

- Reviews residential blueprints and construction plans for conformance with building and construction codes.
- May review light commercial blueprint and construction plans for code compliance based upon certification level in the discipline under review and assist in review of plans for other disciplines under the direct supervision of and final review by a supervisor. Light commercial shall be limited to three (3) story apartments and office buildings of wood construction and one story buildings of retail (excluding Malls), tenant improvements, office and assembly uses of any type of construction.
- Assists in identifying plan discrepancies with established codes or regulations and advises of corrective action of non-compliance of codes in accordance with departmental policy before building permits are issued.
- Provides information to architects, engineers and the public regarding code compliance and plan corrections.

**OTHER JOB FUNCTIONS**

- Assists in drafting reports, drawings, and code revisions.
- Assists in pre-filing application meetings as required.
- Performs other related duties as required.

**KNOWLEDGE, SKILL AND ABILITIES**

- Knowledge of the Uniform Building Code, the Uniform Fire Code and other building, fire, mechanical, and plumbing codes applicable to the duties of the position.
- Knowledge of engineering calculations used in performing structural design and in ensuring life and safety requirements.
- Ability to read and understand blueprints, ordinances, and construction plans and to identify areas of noncompliance with fire and life codes.
- Ability to identify deficiencies in plans and to specify corrections for inadequate structural, mechanical and plumbing design.
- Ability to maintain accurate records and to prepare written reports.
- Ability to establish effective working relationships with property owners, architects, engineers, contractors, the general public and co-workers.
- Ability to communicate effectively, both orally and in writing.

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- Ability to understand other permit related functions.
- Ability to physically perform the essential job functions.

#### **RECRUITING REQUIREMENTS**

Two or more years of plans examining, building inspection or other work related to the position. Additional experience or education may substitute equally for the general recruiting requirements. I.C.B.O. Certification or equivalent is desirable.

#### **Special Note:**

After completion of three (3) years as a Plan Examiner 1 and obtaining I.C.B.O. certification as a Plans Examiner, an employee shall be promoted to the Plan Examiner 2 classification. A Plans Examiner 1 may be considered for promotion to Plans Examiner 2 based upon a combination of additional experience, other I.C.B.O. certifications or education.