



PLANS EXAMINER, LEAD

Department: Planning and Public Works

Job Class: 701000

Pay Range: Professional 08

FLSA: Non-Exempt

Represented: Yes

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

GENERAL FUNCTION: This is skilled technical and lead work in the Division of Building Safety and Inspection, of Planning and Public Works Department. The Plans Examiner Lead classification is responsible for assigning and monitoring the work of either the residential or commercial review team. Duties include, facilitation of Pre-Development meetings for new buildings, reviewing building construction plans, ensuring completeness, accuracy and compliance with building, fire, plumbing, mechanical and other codes. On-site inspections and answering questions from applicants and designers regarding code compliance is required. Latitude is given in the area of assigning and monitoring the work of others and assignment completion.

SERIES CONCEPT: This is the final level in the Plans Examiner classification series. This classification is distinguished from the Plans Examiner II classification by exercising generalized authority to assign work to others and to ensure deadlines are met. Incumbents are expected to refer difficult matters to superiors.

ESSENTIAL FUNCTIONS:

- Reviews commercial and residential blueprints and construction plans for conformance with various County codes.
- Identifies plan discrepancies with established building codes and regulations.
- Establishes criteria for correcting non-compliance of codes before building permits are issued.
- Assigns work to a specific work unit and ensures tasks are completed correctly and timely.
- Serves as liaison with other departments and/or divisions as necessary regarding code compliance.
- Provides information to architects, engineers and the public regarding code compliance and plan corrections.
- Participates in pre-filing application meetings as required.
- Coordinates or prepares reports, drawings, and code revisions.
- Assists in implementation of policy and procedure improvements.
- Tracks application quality and sub sequential review patterns.
- May approve leave requests, and work schedules.
- Provides input on performance evaluations.
- Maintains regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meets the traveling requirements of the position.
- Performs the physical requirements of the position; works within the established working conditions of the position.
- Works a flexible schedule, which may include evening, weekends, holidays and overtime.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned

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SUPERVISION RECEIVED AND EXERCISED: Work is performed under general supervision with the employee expected to plan and assign work independently after objectives, priorities and deadlines have been defined. This position does not supervise other employees. However, incumbents are responsible to lead and assign work to other employees for conformance to codes, ordinances, internal procedures and timeliness. Work is reviewed in progress and upon completion by the administrative supervisor for thoroughness, timeliness and compliance with regulations, policies and procedures.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Plans Examiner Lead works primarily in an office environment on a daily basis. However, occasional field work is required. Travel to various work sites and/or meeting locations is required. Work is generally completed on a regularly scheduled basis. Attendance at meetings or completion of overtime work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions, normal office noise and occasional exposure to severe weather conditions.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing is required. There is some walking, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Occasionally walks on an uneven terrain. Ability to travel and attend meetings away from regular work site may be required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Uniform Building Code, the Uniform Fire Code, County Code, ordinances and other building, fire, mechanical, and plumbing codes applicable to the duties of the position.
- Engineering calculations used in performing the review of structural design and in ensuring life and safety requirements.
- Effective computer skills with working knowledge in Word and Excel.

Ability to:

- Plan, assign and coordinate work of other co-workers.
- Understand and follow instructions.
- Read and understand blueprints, ordinances, and construction plans and to identify areas of noncompliance with fire codes.
- Identify deficiencies in plans and to specify corrections for inadequate building, fire, mechanical and plumbing code design.
- Maintain accurate records and to prepare written reports.
- Ability to understand other related permit functions.
- Work effectively and productively with others.
- Communicate effectively both orally and in writing to audiences of various social, educational and economic backgrounds.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to: (continued)

- Physically perform the essential functions of the classification.
- Maintain regular and predictable attendance.

MINIMUM REQUIREMENTS TO APPLY:

Associate of Arts degree in Building Technology, Engineering, Architecture, or related field and four or more years experience in building/fire inspection, plans examining. **Current I.C.C. Plans Examiner, Mechanical and Plumbing certification is required.** One year of lead or supervisory experience highly desired. Additional education and/or related experience may substitute for the recruiting requirements.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete Pierce County background investigation. A valid Washington State driver's license is required.