

## PLANS EXAMINER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **JOB OBJECTIVES**

Under direction, to check building plans and specifications for compliance with International Building, Residential, Mechanical, Existing Building and Fuel Gas Codes, Uniform Plumbing Code, State of Washington Energy Code and ordinances; to conduct field inspections of construction in various phases to ensure compliance with applicable codes; to respond to requests and inquiries from the general public regarding building codes; and to perform a variety of clerical duties in support of assigned area of responsibility.

### **ESSENTIAL FUNCTION STATEMENTS**

*The following tasks are typical for positions in this classification. Any single position may not perform all of these tasks and/or may perform similar related tasks not listed here:*

1. Perform technical plan checking of residential, commercial and industrial building plans and designs; examine plans and specifications for compliance with established International Building Codes, Uniform plumbing code, zoning regulations and ordinances; approve plans as needed.
2. Check plans and apply codes for all vertical and lateral loads for foundations, framing systems, structural framing materials, foundation systems, interior and exterior floors, walls, ceilings, and roofs; check for fire and life safety systems; check environmental and indoor air quality and heating systems; check for plumbing systems, check for sewer and rainwater disposal systems; check for compliance with soils engineering reports and code requirements; check for compliance easement and utility conditions shown on plot plans.
3. Interpret, inspect and enforce compliance with applicable codes and ordinances including, but not limited to, approved construction plans, the International Building Codes, the Uniform Plumbing code, City zoning ordinances, and state and federal accessibility standards for the disabled; conduct field inspection of construction in various phases.
4. Respond to inquiries from engineers, architects and the general public regarding the interpretation of technical code requirements including plumbing, mechanical and structural applications and City building standards; provide information on ordinances and applicable codes.
5. Advise permit applicants, engineers or architects whose plans are not in conformance with required codes; indicate ways to modify plans that will comply with code requirements and regulations.
6. Establish and maintain system of log sheets and files to track current status of projects; file approved plans and specifications.
7. Coordinate plan check activities with other City departments and outside agencies.

**AUXILIARY FUNCTION STATEMENTS**

1. Perform a variety of duties supporting the plans examination process; file evaluation reports, copy plans and materials used for plan review and inspections and answer phones.
2. Follow all safety rules and procedures established for work area.
3. Perform related duties and responsibilities as required.

**QUALIFICATIONS**

**Knowledge of:**

Principles, methods and techniques of structural engineering used in plan check review.

Building construction and design practices, methods and materials.

Principles and practices of plans examination work.

Modern office procedures, methods and equipment including computers.

Principles and procedures of record keeping.

Mathematical principles.

Principles and applications of customer service.

Pertinent Federal, State and local laws, codes and regulations including the International Building, Residential, Mechanical, Existing Building and Fuel Gas Codes, Uniform Plumbing Code, State of Washington Energy Code

**Ability to:**

Analyze, interpret and accurately check building plans and specifications.

Interpret, apply and enforce applicable building and zoning codes, ordinances and regulations.

Maintain complete and accurate records of plan and specification checks.

Provide suggestions for modification of plans to ensure compliance with established codes.

Respond to requests and inquiries from the general public, developers, engineers and architects.

Perform mathematical calculations with speed and accuracy.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate clearly and concisely, both orally and in writing.

**Education and Experience Guidelines**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

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CITY OF CAMAS  
Plans Examiner (*Continued*)

**Education:**

Equivalent to the completion of the twelfth grade supplemented by two years of college level course work in building construction, engineering or a related field.

**Experience:**

Two years of increasingly responsible building code enforcement or inspection experience.

**License or Certificate**

Possession of an appropriate, valid driver's license.

Possession of I.C.C. certification as Building Plans Examiner and, ~~and~~ ability to obtain an appropriate, valid I.C.C. certification in building, plumbing and mechanical inspection is highly desirable.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

*The physical demands herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.*

**Environment:** Office and field environment; travel from site to site; exposure to noise, dust, grease, smoke, fumes, gases.

**Mobility:** Walking, standing or sitting for prolonged periods of time.

**Vision:** Visual acuity to conduct building inspections and read plans, specifications and drawings.

**Communication:** Speaking and hearing to exchange information.

**Other Factors:** Incumbents may be required to work extended hours including evenings and weekends. Incumbents may be required to travel outside City boundaries to attend meetings.

