

CITY OF OAK HARBOR

JOB DESCRIPTION

Job Title: *Plans Examiner*
Department: *Development Services*
Reports to: *Building Official*
Status: *Non-exempt / Non-union*

Job Summary:

The Plans Examiner reviews and approves plans and specifications of residential and commercial structures for compliance with State and local codes and ordinances. Performs necessary field inspections of new and existing structures under construction, alteration or repair, to verify compliance with applicable requirements, regulations, ordinances, and codes. The position receives direction and supervision from the Building Official.

Essential Job Functions:

1. Review and approve construction plans for new or altered structures for compliance with applicable codes, regulations, and ordinances. Review includes all aspects of zoning, shorelines, structural, non-structural, energy conservation, barrier-free access, plumbing, mechanical design in commercial and residential buildings.
2. Coordinate plan review with other city staff, including but not limited to fire, planning and engineering departments.
3. Coordinate plan review and permit progress with building inspectors. Conduct onsite inspections as needed or assigned.
4. Track work in progress to ensure codes, regulations and sound construction practices are observed and time plan review progress is maintained.
5. Apply full working knowledge of the building trades and construction codes such as the International Building Code, Mechanical Code, Plumbing Code, Energy Code and Barrier Free Code.
6. Read and understand blueprints, ordinances, and construction plans, and to identify areas of noncompliance with fire and life codes.
7. Identify deficiencies in plans and structures, and to specify corrections for inadequate structural, mechanical, and plumbing design.
8. Maintain accurate records of plan review and interdepartmental communications dealing with permit applications.
9. Prepare formal written reports for owner, architects, engineers, contractors, general public and other city agencies.
10. Establish and maintain effective and cooperative relations with supervisors, City officials and other departments, co-workers, representatives of business and development community as well as the general public. Respond to inquiries using good judgment, tact and courtesy.
11. Communicate effectively with building owners, contractors, and the public to explain codes, why the codes exist, and how the public benefits from their enforcement.
12. Investigate and resolve citizen complaints. Courteously refer complaints outside scope of authority to the appropriate person.
13. Recommend the initiation of abatement proceedings to the Building Official when public health, safety or welfare may be in jeopardy.
14. Inspect structures damaged by natural and other causes, such as fire, high wind, or earthquakes where there are life and safety concerns.
15. Devise and recommend improved tools, methods, and procedures to accomplish work assignments.
16. Perform work (at all times) in accordance with sound safety practices and make recommendations for improved safety.
17. Apply basic computer skills to computations and record keeping for code compliance

Associated Job Functions:

1. Occasionally as assigned perform portions of the work of higher classified positions.
2. Perform in the capacity of Building Inspector and Building Official when required.

Performance Requirements (Knowledge, Skills, and Abilities):

- Knowledge of engineering calculations used in performing structural design and in ensuring life and safety requirements.
- Good oral and written communication skills.
- Knowledge of business English, spelling, grammar, vocabulary, punctuation and mathematics.
- Ability to work independently in the field and to communicate effectively with a variety of people and to handle regular and varied work situations with good judgment, tact and courtesy.
- Ability to use a personal computer and associated software, other standard office equipment including calculator, measuring tapes, electronic level and VHF radio.

Working Environment and Physical Demands:

Duties are performed in an office and field environment. The plans examiner visits development sites, walking on uneven terrain and working in all types of weather conditions, and makes access into, under, and around structures by crawling in confined spaces, climbing, and stooping for prolonged periods as necessary to conduct a thorough inspection. Work requires hearing to monitor and hear safety warnings on a building site, visual acuity, and the ability to spend substantial time driving a City vehicle from site to site, and getting in and out of vehicle throughout the day. Work occasionally requires being in high places and around machinery and equipment used in building construction. Work requires moving and setting up ladders.

Experience and Training Requirements:

- High school diploma/GED or equivalent **with** two (2) years vocational or college-level training in Architecture, Engineering, Construction Management, Building Technology or related field, **and**
- Three (3) years current journey-level experience in building construction or three (3) years experience as a building inspector with jurisdiction. An equivalent combination of education and experience which provides the knowledge, skills and abilities required will be considered.
- Valid I.C.C. Building Inspector or Residential Building Inspector Certification, or ability to obtain certification within six (6) months of hire, **and**
- Valid I.C.C. Plans Examiner Certification or ability to obtain certification within six (6) months of hire, **and**
- Basic knowledge of International Residential, Building, Mechanical, Fuel and Gas Code, Uniform Plumbing Code, and Energy Code applicable to the job duties.
- Basic computer competency with Windows and a variety of software programs to perform calculations, enter data and produce documents.
- Preference will be given for experience with a municipality.
- Valid Washington State Driver's License and a good driving record.
- Must pass background and drivers record check.

A combination of education, training and experience that provides the required knowledge, skills and abilities to perform the essential job functions may be considered.

Established: June 2004

Revised: 12/05 DevSvs/HR, HR 7/10, HR 6/11, DevSvc/HR 8/14, Dev Svc/HR 10/14, HR 9/15

FLSA: Non-exempt

Salary Range: --

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.