

PLANS EXAMINER I/II/III

*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.*

DEFINITION

To consult with contractors, engineers, architects and the general public concerning the acceptability of drawings submitted for approval to build within the jurisdictions served by the department; to review building plans and specifications for conformance to building codes and ordinances; and to assist in special investigations involving unusual applications of the building laws and codes.

DISTINGUISHING CHARACTERISTICS

Positions in these classifications are flexibly staffed. Plans Examiner I incumbents are expected to progress with appropriate training, education, experience, and satisfactory performance to Plans Examiner II. Plans Examiner III must hold current licensure with State of Colorado as a Design Professional.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from Operations Manager and Senior Plans Examiner.

ESSENTIAL FUNCTION STATEMENTS--*Essential responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Review plans for conformance to codes and regulations with a primary assignment in one of the following disciplines: building, electrical, plumbing, or mechanical.
2. Review specifications and calculations and consults with designer when needed to clarify or make corrections as necessary.
3. Authorize acceptance or rejection of building permit applications based on review.
4. Communicate both orally and in writing, directly and indirectly with the inspection department, to ensure code compliant construction.
5. Provide assistance to the general public, contractors and home owner-builders with drawings, calculations and codes.

6. Participate in special investigations involving unusual applications of the building codes.
7. Maintain appropriate records; respond to inquiries directed to the department in writing; assist in drafting new ordinances pertaining to related codes and laws.
8. Inform contractors, engineers and architects of appropriate acceptable standards; assist clients in submitting plans of conformity and reliability.
9. Provide direction to Permit Technicians pertaining to codes and calculations.
10. Represent the department at meetings with other government agencies; provide technical assistance with complex code issues.
11. Provide code clarification and interpretation to solve pending problems at job site.

Marginal Functions:

1. Maintain awareness of new developments in respective field; incorporate new developments as appropriate into programs.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Methods and materials used in the building, electrical, mechanical or plumbing construction of buildings and related structures, depending on area of assignment.
- Inspection methods.
- Acceptable pertinent standards.
- Basic and advanced mathematical formulae including algebra and geometry.
- Principles of business letter writing and basic report preparation.
- Modern office equipment including computers.
- Pertinent Federal, State and local laws, codes, ordinances and regulations.
- Knowledge of customer service principles and techniques.

Ability to:

- Read plans, blueprints and specifications.
- Understand, interpret and write building, electrical, mechanical and plumbing codes and ordinances, depending on assignment, and to convey their meaning to others.

- Interpret, apply, explain and enforce applicable laws, codes, regulations, policies and procedures.
- Verify calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.
- Respond to requests and inquiries from the public in a timely manner.
- Plan, organize, and prioritize assignments.
- Meet critical deadlines.
- Manage multiple assignments.
- Demonstrate respect and sensitivity for cultural differences.
- Communicate with individuals from a variety of social, cultural, economic and educational backgrounds.
- Provide written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.
- Inspect work to ensure compliance with all applicable federal, state and local laws, codes, and regulations.
- Interpret and explain PPRBD policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including officials and the general public.
- Work independently with minimal supervision.
- Display dependability through attendance and completion of tasks.
- Able to maintain professional demeanor when dealing with escalated situations.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:

Three years of experience, within the last six years, in reviewing architectural, electrical, mechanical or plumbing plans, depending on assigned area, used in building construction.

Training:

Plans Examiner I: Must have a minimum of High School diploma or equivalent.

Plans Examiner II/III: Bachelors degree from an accredited college or university with major in engineering, architecture or related field.

Plans Examiner I may be considered for Plans Examiner II without the degree requirement upon recommendation of manager and an above proficient level of performance on evaluations at PPRBD for a minimum of three consecutive years.

License or Certificate:

Plan Examiner I require possession of ICC Inspector certification, dependent on assigned area, within twelve months of appointment.

Plan Examiner II require possession of ICC Plans Examiner certification, dependent on assigned area, within twelve months of appointment.

Plans Examiner III require possession of ICC Building Plans Examiner certification and current Colorado Design Professional licensure.

Must possess and maintain a valid Colorado Driver's License.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time; and lifting and carrying up to 40lbs in order to lift plans.

NOTE: A Board of Commissioners independently governs the Pikes Peak Regional Building Department. As a result, individuals employed by this enterprise are not employees of the City of Colorado Springs.

Employee Signature

Review Date