

City of
EDMONDS
Washington

SENIOR PLANS EXAMINER

Department:	Development Services – Building	Pay Grade:	NE 13
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	October 2017	Reports To:	Building Official

POSITION PURPOSE: Under general supervision, performs technical plan reviews for commercial and residential buildings to ensure compliance with State mandated codes and local ordinances and regulations; responds to design professional and the general public regarding building code questions, requirements and interpretation of codes, construction problems and City procedures; performs limited site inspections of building projects as needed to determine compliance with approved plans or regarding investigation of complaints; determines and calculates plan review and building permit fees. Serves as backup to the Building Inspector position(s).

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Examines construction drawings and specifications, geotechnical reports, structural calculations, plumbing, mechanical, energy and ventilation calculations to determine code compliance and notifies applicants in writing of plan review corrections.
- Approves building permit applications according to established procedures.
- Maintains current knowledge of various codes and construction practices due to changes in building materials, building code philosophies and legislative mandates.
- Performs duties of the Building Inspector, Combination Building Inspector or Senior Combination Building Inspector as directed.
- Creates and updates public handouts for building code information.
- Prepares and maintains documentation related to the permit reviewing process.
- Attends pre-application meetings and assists customers with complex code issues.

Required Knowledge of:

- Advanced knowledge of current construction codes, applicable Uniform, International and City codes, local and WAC amendments to State-adopted codes, local ordinances and regulations and construction manuals, NDS and other applicable standards.
- Plans examination and review procedures.
- Legal procedures including: authority of the Building Official, right-of-entry procedures, field inspection procedures and legal noticing, safety standards and procedures.
- Field inspection methods, procedures and techniques.
- City locations and boundaries.
- Principles of customer service and public relations.
- Research methods and report presentation.

JOB DESCRIPTION

Senior Plans Examiner

- Effective oral and written communication principles and practices to include public relations.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Reading codes, plans, blueprints, specifications, drawings and other permit documents and ensuring compliance with adopted building codes and City ordinances.
- Performing accurate and complete field inspections of various types of structures under construction or alternation.
- Resolving discrepancies with appropriate code and regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing, including public relations.
- Research of evaluation reports and product specifications for determining applicability.
- Mathematical computations needed for reviews.
- Reviewing commercial and generally more complex projects than for Plans Examiner.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree or two year Technical Certificate in Building/Construction Technology; AND two years of building code enforcement experience associated with a variety of building and construction types; AND three years of experience as a Plans Examiner; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Current ICC Building Plans Examiner certification.

Current ICC Building Inspector certification.

Must be able to successfully complete and pass background check.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and survey tools.
- Reading and understanding a variety of materials and conduct inspections.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending ladders and working on scaffolding.

JOB DESCRIPTION
Senior Plans Examiner

- Walking or otherwise moving over rough or uneven surfaces.
- Kneeling, bending, crouching and crawling, reaching overhead and above shoulders or otherwise positioning oneself to accomplish tasks.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Adverse weather conditions.
- Working in and around moving traffic.
- Noise from equipment operation.
- Regular exposure to fumes, dust and odors.
- Working around and with machinery having moving parts.
- Contact with dissatisfied or abusive individuals.

Incumbent Signature: _____ **Date:** _____

Department Head: _____ **Date:** _____