

PLANS EXAMINER

JOB PURPOSE AND SUMMARY

Employees occupying positions are responsible for examining residential and light commercial building plans to assure that plans, construction and materials conform to local zoning, building, fire, plumbing, and mechanical codes. Notifies builders and contractors of corrections required.

CLASSIFICATION DISTINCTIONS

The Plans Examiner classification is the lower level in the Plans Examiner job family. The Sr. Plans Examiner is the journey-level and performs the full work of the classification. Duties include reviewing residential and light commercial building, plumbing, and mechanical plans. Incumbents work under the guidance and direction of a Lead Plans Examiner, and report to the Chief Building Official.

Work is performed with latitude for independent judgment and action with problems and deviations handled in accordance with the International Building Code and other adopted construction codes, instructions, policies, and practices.

EXAMPLES OF DUTIES

- Reviews building plans and approves building materials of the proper size and quality for the specific application.
- Reviews plans for plumbing and sewage disposal systems, repairs, alterations, renovations and installations.
- Reviews plans for mechanical installations such as air handling units, furnaces, air conditioners, evaporator coolers, ventilation systems, refrigeration systems, incinerators, and gas piping.
- Provides plumbing, building and mechanical code interpretations when required.
- Reviews plans for mobile homes and answers complaints on zoning code violations.
- Reviews building, plumbing and mechanical drawings as required to establish code compliance.
- Reviews plans for residential, commercial, and public curbs, driveways, sidewalks and construction sites as directed to assure conformance with County standards, zoning codes, and specifications and to assure proper drainage.

- Maintains a positive, professional approach to builders, installers, and/or other interested parties.

QUALIFICATIONS

- Bachelor's degree in Building Construction, Building Inspection Technology, Architecture, or a related field, plus 2 years of construction related experience; OR any equivalent combination of training and/or experience that provides the skills, knowledge and abilities required to perform the work
- Must possess at least one the following certifications through ICC or other approved organizations upon hire or promotion to the position:
 - Building Plans Examiner
 - Mechanical Plans Examiner
 - Plumbing Plans Examiner
 - Residential Plans Examiner
 - Fire Plans Examiner
 - AND -
 - Must obtain a minimum of one additional certification from the list above within 1 year of appointment to the position
- Must possess, or have ability to obtain a valid driver's license at the time of hire.

Knowledge of: All phases of plumbing, building and mechanical review for light commercial and residential structures regulated by Washington State's Building, Plumbing and Mechanical Codes and associated local ordinances.

Ability to: Interpret residential and light commercial building plans and specifications; conduct, proficiently, all phases of plumbing, building and mechanical review for light commercial and residential structures; communicate clearly and tactfully, orally and in writing; effectively maintain harmonious relationships with customers, and diffuse difficult or highly charged situations.

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