

PLANS EXAMINER

JOB PURPOSE:

Performs intermediate technical and administrative work involving the inspection of building construction and review of building plans for compliance with legal standards; does related work as required. Work is performed under the regular supervision of the Building Official.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Reviews residential, commercial and industrial construction plans for compliance with applicable codes; advise homeowners, builders, developers, architects and engineers of required compliance; performs field inspections; prepares and maintains records and files.

- Reviews building, plumbing, electrical, mechanical and related drawings and plans for residential, commercial, industrial and multi-family structures;
- Interprets various codes and provides technical code information to the public, departmental staff, outside architects, engineers and contractors;
- Reviews revised plans to ensure that they have been brought in compliance with the codes;
- Approves and stamps construction plans at the direction of the Building Official;
- Maintains data files of all construction plans submitted to the building inspection department;
- Performs field inspections and re-inspections of residential, commercial, industrial and public facilities for code compliance, assists with the permit application/permit intake process;
- Keeps records and prepares reports;
- Assists in the preparation of evidence, and testifies in court on code enforcement issues;
- Maintains files on all review comments initiated from County staff on the review of construction plans;
- Attends various meetings and training sessions to stay abreast of professional developments;
- Provides plan review comments and participated in pre-construction meetings with architects, engineers and contractors;
- Performs related tasks as required.

EMPLOYMENT STANDARDS:

EDUCATION, EXPERIENCE AND TRAINING:

Any combination of education and experience equivalent to graduation from high school, supplemented by experience as a building plans examiner, building inspector, construction superintendent, estimator, construction tradesman, or similar field.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the technical aspects of building, electrical, plumbing and mechanical code enforcement; considerable knowledge of sound engineering and construction techniques and practices; ability to interpret codes in relation to construction and building industry; ability to read and interpret plans and blueprints in order to assure code compliance; ability to establish and maintain effective working relationships with building industry professionals, associates and the general public; ability to manage and supervise others; ability to devise new or revised codes as changing conditions warrant; ability to communicate effectively both orally and in writing in a highly interactive team-oriented work environment.

SPECIAL REQUIREMENTS:

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia. Possession of appropriate electrical, plumbing, mechanical and/or building codes certification and plans reviewer certification issued by the Commonwealth of Virginia or the ability to obtain the necessary certifications within one year of employment.

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, pushing, pulling and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards and atmospheric conditions.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.