

# Job Description



## Plans Examiner

**Department: Development Service**

**Salary Grade: 15 Range \$45,988.80-\$62,400**

**Reports: Development Service Director**

**FLSA: Standard/Non-Exempt**

### **Purpose:**

Responsible for reviewing and approving residential and commercial building plans for compliance with building codes, state regulations, and city ordinances. Provides customer support regarding permitting, review, and the inspection processes. The position will also cross-train to help with inspections as needed.

### **Essential Job Functions and Responsibilities:**

Essential duties and functions may include the following. Must possess required knowledge skills, abilities, and experience to be able to explain and demonstrate, with or without reasonable accommodations that the essential functions of the job can be performed. Other related duties may be assigned.

- Reviews submitted construction plans for compliance with all relevant codes, regulations, and ordinances.
- Interprets codes, laws, and ordinances for purpose of plans examination.
- Issues building permits as well as other permits such as fence permits, irrigation permits, sign permits, roofing permits, and other miscellaneous permits.
- Calculates fees and costs relating to the issuance of permits.
- Applies and explains building codes and regulations.
- Interacts with the public and design professionals regarding the permit review and approval process.
- Prepares correspondence to architects, engineers, developers, and contractors about the reviews for code compliance.
- Utilizes electronic permitting software.
- Coordinates with permitting software provider for changes, updates, and reports issues.
- Coordinates with the fire department, planning department, water department, city engineer, and other departments regarding development projects.
- Attends development meetings with contractors, developers, owners, architects, engineers, and city staff
- Maintains complete records of plan review and permit issuance.
- Recommends and implements changes to policies and procedures for plan review for the effective and efficient operation of the plan review process.
- Assists in the preparation of reports for Building Inspections.
- Maintains a current knowledge of applicable ordinances and building codes, new materials, devices, products, and construction methods. Maintains professional affiliations and training as appropriate.
- Provides a high level of professional service to customers both internal and external.
- Cross trains with the inspector in order to perform inspections as needed.
- Provides coverage for the front desk when needed.
- Maintains regular and punctual attendance.
- May be asked to perform other duties as assigned.

### **Knowledge, Skills, and Abilities:**

- Knowledge adequate for reviewing construction documents to ensure compliance with all relevant codes, regulations, and ordinances.
- Knowledge of and ability to interpret residential and commercial buildings, life safety, accessibility, and energy codes.
- Knowledge of the principles and practices of building plan review.
- Skilled in planning and prioritizing.
- Skilled in organization and time management.

*The above statements describe the general nature and level of work being performed as of the date of preparation and approval. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of the position. Employees holding this position will be required to perform any other job-related duties as requested by management. The job description does not constitute an employment agreement between the employer and employee, and all requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*

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- Ability to enforce codes and regulations with tact and uniformity.
- Ability to manage multiple projects and prioritize multiple tasks.
- Ability to work in a team environment, contribute as a team member and treat co-workers, and customers with respect.
- Ability to actively listen and demonstrate competence and interest to the general public and co-workers.
- Ability to express oneself clearly and concisely, orally and in writing.
- Knowledge and ability to answer inquiries regarding permits, requirements, fees, and the overall permit process.
- Ability to form and maintain effective relationships with coworkers and customers.
- Ability to maintain regular and punctual attendance.

### Minimum Qualifications:

- Applicant must possess a strong background in building knowledge
- High School diploma or GED equivalent
- Two years of plan review experience
- Two ICC certifications
- OR
- Combination of education and pertinent experience that would enable the applicant to perform the functions of the job.

### Licenses and Certifications:

- Minimum two ICC certifications
- Must have a valid Class "C" Texas Driver's license

### Conditions of Employment:

- Must be able to secure ICC Plans Examiner Certification within one (1) year of employment.
- Must pass a drug test, driver's license verification, criminal history background check, and social security verification check.

### Work Environment/Physical Requirements:

The work environment and physical demands described here are representative of those an employee encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee may be required to sit for extended periods of time.
- The employee may be required to stand, walk, kneel, or stoop.
- The job may require specific vision abilities such as close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While on inspections the employee may encounter rough or uneven walking surfaces.
- Work is performed in a dynamic team environment that may require confidentiality, sensitivity to change, and responsiveness to changing goals, priorities, and needs.

### Preferences:

- Bilingual in English and Spanish
- ICC Plans Examiner Certification

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This job description is not an employment agreement, contract agreement, or contract. Management has the exclusive right to alter this job description at any time without notice.

I have read and understand this job description. By signing below, I further understand and agree that this job description applies to my current position and that I am responsible for meeting the requirements outlined in this job description.

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Printed Name

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Signature

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Date

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