



Town of Oro Valley Classification Description

Title: **PLANS EXAMINER I**
Job Code: 2350
FLSA Status: Exempt

Department: Community & Economic Dev.
Salary Grade: 112

POSITION SUMMARY:

Under supervision of the Assistant Building Official, examines residential and small commercial construction documents, structural calculations and related technical data ensuring compliance with local building and related codes, laws, ordinances, statutes and construction industry standards. Works independently and is responsible for making decisions requiring technical discretion and sound judgment to interpret the Codes. Assists in the public awareness of building codes.

ESSENTIAL JOB FUNCTIONS:

- A. Ensures the building plans submitted meet the minimum building code requirements.
- B. Reviews residential and small commercial plans, structural calculations and specifications for construction projects ensuring compliance with building, plumbing, mechanical, electrical, energy, and Town codes.
- C. Reviews submittal documents and issuance of permits.
- D. Notifies applicants of necessary corrections and assists applicants with making corrections.
- E. Provides written plan review comments addressing issues of non-compliance codes/plans.
- F. Consults with designers, contractors, and property owners to assist with questions related to building plans and helps with resolving problem issues.
- G. Plans and schedules plan review projects to accommodate the needs of contractors and property owners, to ensure compliance within the time prescribed.
- H. Enters permit fees, inspections, special instructions and other information into the permits system upon approval of plan.
- I. Prepares reports and correspondence relating to plan review activities.
- J. Greets customers, answers calls, responds to requests for information, investigates complaints, and provides ongoing customer service.
- K. Ability to negotiate through construction sites and climb ladders as necessary in performing construction site investigative inspections.
- L. Assists Building Administrator and other Building Safety personnel as needed.
- M. Studies and learns new building codes.
- N. Interprets Department policies and procedures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of applicable Town, state and Federal standards, rules, ordinances, codes and regulations governing building codes and building safety.
- Knowledge of materials, methods and procedures used in construction, modification and repair.
- Knowledge of building construction activities and processes.
- Knowledge of Town and Department policies and procedures.
- Knowledge of public relations and customer service techniques and concepts.
- Knowledge of Building Department permitting software programs.
- Skill in reading, analyzing and interpreting building plans, specifications and associated technical data compliance with appropriate codes and standards.
- Skill in identifying and recommending structural, mechanical and electrical modifications for code compliance.
- Skill in verbal and written communication.
- Skill in establishing and maintaining effective working relationships.
- Computer skills for data entry and word processing.

MINIMUM QUALIFICATIONS:

- An Associate's degree or technical certification from an accredited college in the building and construction related field.
- Five (5) years' experience in construction, building safety, planning or closely related work; **OR** an equivalent combination of education and experience.
- Requires current active certification as a Plans Examiner by a nationally recognized organization, or within one year of employment depending on experience.
- A valid Arizona Class D Driver's license is required.

ENVIRONMENTAL FACTORS and WORKING CONDITIONS:

- Work is performed in an indoor environment.