

CITY OF ANACORTES

Position Description

02/03

JOB TITLE: Plans Examiner

CLASSIFICATION: Teamster Bargaining Unit, Local 231

DEPARTMENT: Planning

REPORTS TO: Building Official

PRINCIPAL PURPOSE OF JOB: Examines and approves plans and specification of residential and commercial structures to ensure compliance with codes and ordinances. Performs necessary field inspections of new and existing structures under construction, alteration, or repair to verify compliance with applicable requirements, regulations, ordinances, and codes.

LEVEL OF AUTHORITY: Individuals assigned to this classification must apply full working knowledge of building trades and construction codes to regular and varied work situations. Procedures are generally established and well known, but individuals operate independently in the field in situations requiring tact and judgment.

WORK ENVIRONMENT: Work is performed both indoors and outdoors. On occasion, it may be for extended periods of time outdoors in all kinds of weather conditions.

ESSENTIAL JOB FUNCTIONS

1. Examine and approve construction plans for new or altered structures for compliance with applicable codes, regulations, and ordinances. Review includes aspects of zoning, shorelines, structural, non-structural, energy conservation, barrier free access, plumbing, mechanical design and similar installation in commercial and residential buildings.
2. Coordinate plan review with other city department, including but not limited to fire, planning, and public works.
3. Coordinate plan review and permit progress with the building inspectors. Conduct on site inspections as needed or assigned.
4. Keep track of work in progress to make sure codes, regulations and sound construction practices are being observed and time plan review progress is maintained.
5. Maintain accurate records of plan review and inter-departmental communications dealing with permit applications.
6. Investigate and resolve citizen complaints within scope of authority. Respond courteously to complaints outside scope of authority and refer to the appropriate person.
7. Prepare formal written reports to owner, architects, engineers, contractors, general public, and other city agencies.

8. Communicate effectively with building owners, contractors and the public to explain codes, why the codes exist, and how the public benefits from their enforcement.
9. Where public health, safety, or welfare may be in jeopardy, recommend the initiation of abatement proceedings to the Building Official.
10. Inspect structures damaged by natural and other causes, such as fire, high wind, or earthquake, where there are life and safety concerns.
11. As appropriate, devise and recommend improved tools, methods, and procedures to accomplish work assignments.
12. At all times perform work in accordance with sound safety practices and make recommendations for improved safety.
13. Apply basic computer skills to do computations and record keeping for code compliance.

ADDITIONAL JOB FUNCTIONS

1. May perform portions of the work of higher classified positions occasionally, as assigned.
2. May perform duties of similar complexity in any City department as required or assigned.

QUALIFICATIONS

Technical

1. Must have certification by ICBO as a plans examiner at the time of hire.
2. Must have considerable knowledge of the Uniform Building Code, Mechanical Code, Plumbing Code, Fire Code, Energy Code and Ventilation and Indoor Air Quality Code applicable to the duties of the job.
3. Should have knowledge of engineering calculations used in performing structural design and in ensuring life and safety requirements.
4. Must have ability to read and understand blueprints, ordinances, and construction plans, and to identify areas of noncompliance with fire and life safety codes.
5. Must have ability to identify specific deficiencies in plans and structures and to specify corrections for inadequate structural, mechanical, and plumbing design.
6. Prefer at least three years of current journey level experience in building construction.
7. Must have at least three years experience as a building inspector with a jurisdiction.
8. Prefer at least two years experience with plan review with a jurisdiction.
9. Must have a valid Washington State driver's license at time of hire.

Physical Capabilities

1. Requires ability to spend substantial time reviewing plans.
2. Requires ability to spend substantial time driving from site to site and getting in and out of vehicle throughout the day.
3. Must be able to make access into, under, and around structures by crawling in confined spaces, climbing, navigating difficult terrain and stooping for prolonged periods as necessary to conduct a thorough inspection.

4. Must be able to make visual inspection in structures that are dimly lit and to visually inspect sometimes confusing members of a structure, such as in framing, mechanical inspections, and inspection of failed structures.
5. Must have hearing ability sufficient, for example, to monitor radio and to hear safety warning on a building site.
6. Must have physical ability to carry and set up ladders.

OTHER

1. As an absolute condition of employment, employees are required upon hire to sign a drug-free workplace agreement and an agreement not to use tobacco products of any kind while on the job.
2. The statements contained in this job description reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility. It should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences of relief, to equalize peak work periods or otherwise to balance the work load.
3. Following an offer of employment, and prior to starting work individuals must have a pre-employment physical examination by a physician designated by the City of Anacortes. The City will pay for the examination. Satisfactory clearance to perform essential job functions will be required for employment.

Are you able to perform the essential functions of this job with or without accommodation?

Yes ___ No ___

If testing is required, will accommodation be necessary?

Yes ___ No ___

Signature

Date