

SENIOR BUILDING PLANS EXAMINER

JOB DESCRIPTION

Classification Responsibilities: A Senior Building Plans Examiner is responsible for performing technical review of construction plans to ensure compliance with municipal building or zoning codes (by assignment). Incumbents of this class perform plans examination for completeness, accuracy, and conformance to applicable building or zoning codes, ordinances, and national standards. A Senior Building Plans Examiner researches historical background information pertinent to individual building permits, and develops and maintains knowledge of current building or zoning policies, procedures, and standards. This position is responsible for performing related duties as required.

Distinguishing Features: A Senior Building Plans Examiner handles the full-range of plan check duties including screening and preliminary review, and is responsible for independent decisions requiring technical judgment and public relations skills. Work is performed under the general direction of the Deputy Director - Development and Sustainability. This class is distinguished from the Building Plans Examiner class by the thorough knowledge of the City's policies and practices in applying and interpreting the building or zoning codes (by assignment). This class may receive assignments of larger and more complicated projects to review. Employees may progress to this class by noncompetitive promotion, upon meeting the specific criteria-based promotion requirements of performance and certification in addition to the normal education and training requirements. This class is FLSA nonexempt.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from high school or GED. Any combination of training, education, and experience equivalent to considerable (3 - 5 years) plans review experience involving the review of construction plans for conformance with construction codes (zoning codes for *Zoning Assignment*). Certification as a Building Plans Examiner or Zoning Inspector from an accredited organization, such as International Code Council (ICC).

Special Requirement. ICC Accessibility/Inspector/Plans Examiner certification required within 12 months of hire (*Building Assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Supplemental coursework in construction technology and blueprint reading is highly desirable. Graduation from an accredited college or university with a Bachelor's Degree in Architecture, Structural Engineering, or Construction Technology is also desirable.

ESSENTIAL FUNCTIONS

Communication: Communicates verbally, in writing, by e-mail, and by telephone with the general public, other City employees, management, contractors, and public officials in order to explain and administer provisions of development requirements and codes. Instructs and/or trains other staff

members in a classroom setting regarding development requirements and codes. Prepares staff recommendations and plan review reports with clearly organized thoughts in order to advise permit applicants of plan and design corrections. Explains technical problems in everyday terms, communicates with applicants regarding proper construction methods, and recommends (using negotiating skills) solutions for complying with adopted codes and ordinances. Attends and represents the Building Safety or Planning Unit at subdivision review and other meetings.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, and federal, state, and local regulations as they pertain to property development. Inspects and evaluates information and property development plans to determine compliance with prescribed regulations. Reads construction plans, blueprints, schematic drawings, specifications, and layouts. Operates copier, personal computer (PC), and microfilm reader to research information. Enters data or information into a PC in order to create and store public record information. Moves construction plans with a maximum weight of 50 pounds for long distances, and up and down stairs to review and file plans. Meets scheduling and attendance requirements.

Mental: Reviews and properly interprets multi-family, complex commercial and industrial buildings, or subdivision improvement plans for compliance with building, electrical, mechanical, plumbing, security, and zoning codes and ordinances, state statutes, federal and state regulations, and various utility requirements applicable to building construction. Performs mathematical calculations to determine appropriate fees and compliance of development plans with applicable requirements. Properly interprets building or zoning codes, plans, specifications, and engineering calculations. Prioritizes work within specified time frames with results clearly recorded for both the applicant and the record. Researches code questions for proper interpretation and interrelationships. Learns job-related material through on-the-job training regarding property development requirements and code or plan interpretation.

Knowledge and Abilities:

Knowledge of:

Building Assignment

current adopted City of Mesa family of construction codes and ordinances;
National Testing Laboratories Reports and Standards, such as those of Underwriters Laboratories, Factory Mutual, and American Gas Association;
the National Electric Code (NEC) for the installation and maintenance of electrical systems, equipment, and materials;
Arizona Statute Title 34, which contains requirements to make all buildings and facilities for the general public accessible to, and functional for the physically handicapped;
the City of Mesa Municipal Code which regulates and provides for the enforcement of nuisance abatement such as construction dust, debris, noise, and inoperable vehicles in order to promote the health, sanitation, comfort, safety, convenience, and general welfare of the public; and
the City of Mesa Zoning Ordinance which regulates the use of land and the location, height, and bulk of buildings and structures; and establishes standards for design and development or departmental practices involving fee calculation.

Zoning Assignment

the City of Mesa Municipal Code which regulates and provides for the enforcement of nuisance abatement in order to promote the health, sanitation, comfort, safety, convenience, and general welfare of the public;

the City of Mesa Zoning Ordinance which regulates the use of land and the location, height, and bulk of buildings and structures, and establishes standards for design and development or departmental practices involving fee calculation;

the City of Mesa Subdivision Regulations (Title Nine of the Mesa City Code) which establishes development standards for subdivided land within Mesa City limits;

the City of Mesa Sign Code that regulates all types of signage to protect the public health, safety, and welfare within the City limits; and
established public review processes.

Ability to:

review plans for residential, commercial, and industrial buildings, including those of a complex nature for compliance with: building, structural, electrical, mechanical, plumbing, security, and zoning codes and ordinances along with various state statutes, federal regulations, and different utilities requirements (***Building Assignment***);

review commercial, industrial, public facility, multiple-family, and subdivision plans for compliance with Design Review Board, Board of Adjustment/Zoning Administrator, Planning Hearing Officer, Zoning Ordinance, City Council approved guidelines and subdivision regulations (***Zoning Assignment***);

prepare clear and concise written plan review comments in order to specify information;

tactfully make technically correct, on-the-spot corrections to either original or resubmitted building plans during the counter plan approval process;

read and interpret building or zoning codes, plans, specifications, and engineering calculations and apply correctly to difficult and sometimes complex and incomplete plans;

work independently in making decisions, solving problems, and in managing work time effectively;

apply good judgment in inspection enforcement to comply with the spirit and intent of the code in varying and complex construction situations;

read and interpret engineering, architectural, structural, and construction drawings and diagrams;

explain technical problems in everyday terms;

represent the Building Plans Review or Zoning Plans Review Unit at subdivision review meetings; and

establish and maintain effective working relationships with coworkers, engineers, architects, and

contractors in order to confer with them on plans to exchange information and resolve problems, often under stressful circumstances.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Senior Building Plans Examiner

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Revised to Add Part-Time, Non-Benefited Class 11/15

MF/hn/vl

CS4632.DOCX

PAY GRADE: 50

CS5010 (Part-Time)

PAY GRADE: 50

EEO-Tech

IND-8810

JOB FCTN-TEC

SWORN-No

INCREMENTS 62-200