

BUILDING PLANS EXAMINER

JOB DESCRIPTION

Classification Responsibilities: A Building Plans Examiner performs technical review of residential or other construction plans to ensure compliance with municipal building or zoning codes (by assignment). A Building Plans Examiner reviews building or zoning plans for completeness, accuracy, and conformance to applicable building codes, ordinances, zoning regulations, and national standards. This position performs other related work as required.

Distinguishing Features: A Building Plans Examiner performs the specifics of building, zoning, or development code interpretation and application by the City. The employee gradually gains the experience and knowledge necessary to plan check the complete range of construction plans. Work is performed under the general direction of the Deputy Director - Development and Sustainability. Employees in this class may progress by noncompetitive promotion to Senior Building Plans Examiner upon meeting the specific criteria-based promotion requirements of performance and certification, in addition to the normal education and training requirements of the Senior Building Plans Examiner classification. 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 good (1 - 3 years) building inspection or plans review experience, which involves the review of construction plans for conformance with construction codes (zoning codes for *Zoning Assignment*).

Special Requirements. Possession of a Plans Examiner Certification required within 12 months of hire (*Building Assignment*).

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. *Building Assignment:* Certification from International Code Council (ICC) or any major model code organization, and supplemental coursework in construction technology and blueprint reading are highly desirable. *Zoning Assignment:* Municipal inspection, plan review, and planning experience are preferred. American Institute of Certified Planners (AICP) certificate is preferred. Membership in the American and/or Arizona Planning Association is preferred.

ESSENTIAL FUNCTIONS

One position may not include all of the essential functions, knowledge, and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates in person 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 both on-the-job and in a classroom setting regarding development requirements and codes. Prepares written documents (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 layman's terms, communicates with applicants regarding proper building structure, and recommends (using negotiating skills) solution(s) for meeting proper building or zoning codes. Attends and represents the Building Safety unit at subdivision review 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 a 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 (maximum weight 40 pounds) distances of up to 80 feet to review and file plans. Meets scheduling and attendance requirements.

Mental: Reviews plans for residential, limited-commercial, and limited-industrial buildings for compliance with building, electrical, mechanical, plumbing, security, zoning codes and ordinances, state statutes, federal/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. Interprets building codes, plans, specifications, and engineering calculations for sometimes incomplete plans. Prioritizes own work and review of plans, to complete work within specified time frames, with results clearly recorded for both the applicant and the record. Researches code questions for proper interpretation and interrelationships among the four major codes disciplines. Learns job-related material through on-the-job training regarding property development requirements and code or plan interpretation.

Knowledge and Abilities:

Building Assignment

Knowledge of:

current adopted City of Mesa family of codes and ordinances;
the National Electrical Code for the installation and maintenance of electrical systems, equipment, and materials;
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;
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; and
the Americans with Disabilities Act and Accessibility Guidelines for buildings and facilities.

Ability to:

explain technical problems in everyday terms;
read and interpret engineering, architectural, and construction drawings and diagrams;
prepare clear and concise written plans review comments in order to specify information, requirements, and calculations that are necessary to prepare an approval plan;
review commercial and residential plans for compliance with accepted regulations, standards, and procedures; 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.

Zoning Assignment

Knowledge of:

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;
the City of Mesa Zoning Ordinance which governs land use, compatibility and design, and development regulations;
the City of Mesa subdivision regulations (Title Nine of the Mesa City Code) which establish building safety and development standards for subdivided land located inside or outside the 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;
the Maricopa Association of Governments (MAG) Uniform Standard Specifications for public works construction that establishes standard uniform rules governing public works construction;
the MAG Uniform Standard Details for public works construction which establishes standard uniform rules governing public works construction; and
the City amendments to the MAG Uniform Standard Specifications and Details, which establish all Mesa modification or supplements.

Ability to:

explain technical problems in layman's terms;
prepare clear and concise written plan review comments in order to specify information;
perform a variety of plans review duties in the areas of planning and zoning;
review single residential, multi-residential, commercial, industrial, and subdivision plans for compliance with planning and zoning requirements, development and design standards, right-of-way and sanitation regulations, subdivision and drainage requirements, and City Council and other public hearing stipulations;
interpret and apply public hearing stipulations from zoning, design review, and board of adjustment case files; zoning, sign, and subdivision codes; standards and policies; engineering procedure manuals; and the City code to architectural and engineering plans submitted for review; 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.

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.

Revised 9/15

MF/hn/vl

CS4437.DOCX (Full-Time) PAY GRADE: 48

CS4725.DOCX (Part-Time) PAY GRADE: 48

EEO-Tech

NDOT SAFETY-No SECURITY-No

NDOT RANDOM-No

DOT SAFETY-No CDL-No

RESP-No IND-8810

JOB FCTN-TEC SWORN-No

INCREMENTS 62-200