

BUILDING PLANS EXAMINER

JOB DESCRIPTION

Classification Responsibilities: A Building Plans Examiner performs technical review of residential or other construction documents to ensure compliance with municipal building or zoning codes (*by assignment*). A Building Plans Examiner reviews construction documents 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 check the complete range of construction documents. Work is performed under the general direction of the Department Director or designee. 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.

Small Business Assistant Assignment: This position's purpose is to provide customer service, assist and guide small business owners with the development processes needed to open or expand a small business. The incumbent will have extensive public contact requiring the specialized and comprehensive knowledge relating to the opening or expansion of a small business; will market small business assistance programs and services through outreach, training, and education to various organizations and small businesses; and build and maintain collaborative alliances and partnerships with resource partners, economic development organizations, and small business owners. Employees in this class must possess the ability to research technical requirements of the development process, including coordination and problem solving with numerous other departments; and present oral and written reports to city council and other external/internal agencies, and the public. Incumbents must possess the ability to explain and interpret information, work independently, and regularly exercise an appropriate level of judgment.

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, which involves the review of construction documents for conformance with construction codes (zoning codes for *Zoning Assignment*).

Special Requirements. None.

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. ***Small Business Assistant Assignment:*** One year of experience participating in outreach activities such as events, training, presentations, and/or education related to the process of opening or managing a small business involving Planning/Zoning/Construction/General Business Licensing is highly desirable. One year of experience with public speaking on a variety of business management and financial management topics is preferred. ***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, permit applicants, other City employees, management, contractors, public officials, real estate executives, bankers, developers, and government agencies, 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) solutions for meeting proper building or zoning codes. Makes oral and written presentation to city council, other external/internal agencies, and the public (***Small Business Assistant Assignment***). Attends and represents the Building Safety unit at subdivision review meetings. May communicate with the public, business owners, or customers under considerable pressure or in stressful situations.

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 documents, such as 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. 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. Assists business owners with small business permit requirements and process navigation. Prepares and reviews application materials and researches and advises business owners on the needed materials required for a submittal. Conducts research and analyzes data pertaining to building permits, zoning, and real estate transactions (*Small Business Assistant Assignment*).

Knowledge and Abilities:

Building Assignment

Knowledge of:

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 Fire Protection Association (NFPA) standards for the installation and maintenance of systems, equipment, and materials;
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.

Small Business Assistant Assignment

Knowledge of:

current adopted City of Mesa family of codes and ordinances including the City of Mesa Zoning Ordinance;
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 terms and conditions for the sale of utilities;
the City of Mesa Building Code and policies that establish authority and methods for calculating permit, utility, and other development related fees;
the Americans with Disabilities Act and Accessibility Guidelines for buildings and facilities; and
development principles, practices, techniques, regulations, and policies of various government agencies as they affect the business community and economic development efforts.

Ability to:

respond to shifting priorities and engage in a diverse workload;
functions as a liaison and expeditor role between various government departments and/or agencies and business owners;
work closely with members and staff of small business organizations;
coach and advise small business owners and managers on meeting technical requirements for planning/zoning/construction/general business licensing;
market small business assistance programs and services through outreach events, training, presentations, and seminars/workshops;
make presentations to city council, other external/internal agencies, and the public;

manage multiple projects at one-time;
establish and maintain effective working relationships with business owners, coworkers, engineers, architects, and contractors to exchange information and resolve problems, often under stressful circumstances;
utilize technology for research and to write reports using Microsoft Office (Word, Excel, PowerPoint), Geographic Information System (GIS), Photoshop/InDesign, databases, or other research tools;
explain technical problems in everyday terms;
read and interpret engineering, architectural, and construction drawings and diagrams;
prepare clear, concise, and specific written plan review requirements necessary to communicate lack of compliance with regulations, standards, and procedures;
perform a variety of plans review for compliance with planning and zoning requirements, development and design standards, building codes, right-of-way, and sanitation regulations;
interpret and apply public hearing stipulations from zoning, design review, and board of adjustment cases; standards and policies; engineering procedure manuals; and the City code to architectural and engineering plans submitted for review;
work independently in making decisions, solving problems, and in managing work time; and
make technically correct, on-the-spot red-line corrections to submitted plans during review.

The duties listed above are intended only as a general description 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 9/22

TC/lb/co

CS4437.DOCX (Full-Time)

CS4725 (Part-Time)

EEO-Tech

JOB FCTN-TEC

INCREMENTS 62-200

PAY GRADE: 49

PAY GRADE: 49

IND-8810

SWORN-No