

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE:	PLANS EXAMINER
DEPARTMENT:	PLANNING AND BUILDING SERVICES
REPORTS TO:	CHIEF BUILDING INSPECTOR

CLASS CODE: 25236
FLSA STATUS: N
DATE: 02/00

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, performs work in the reviewing of residential, industrial, and commercial building plans and other construction plans submitted for permits relative to structural integrity and occupant safety. Incumbents in this class review construction plans ensuring compliance with all applicable codes, ordinances and policies.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Checks for compliance with requirements of national, state, and local codes and ordinances relative to building structure, electrical systems, plumbing, mechanical, fire safety and energy.

Drafts plan review comments relative to code requirements in a manner that is technically sufficient for the professional and fundamentally understandable by the owner or building.

Meets with design professionals, owners, builders, and others to discuss problem areas with submitted projects.

Works with other state and County departments to ensure a complete and accurate plan review.

Calculates project valuations based upon type of construction, use, quantity and type of utilities and machinery, building size and computes building permit fees based upon these calculations.

Answers telephone calls relating to the permitting process or code-related questions.

Communicates with field inspectors to gain on-site knowledge of existing situations that might affect the permit process.

Deals with owners or project officials and assists them in assembling project information or meeting code requirements.

Maintains knowledge of on-going code changes, revisions, or interpretations by researching written materials or attending seminars.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer	Calculator	Vehicle
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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Four years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

ICBO Plans Examiner Certification

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Uniform building, plumbing, electrical, mechanical, energy, fire, and insulation codes.

State housing laws, local zoning ordinances and occupancy, health and safety codes.

Construction plans, materials, methods and safety standards.

Principles and techniques of building inspection, structural design and plan review process.

Procedures utilized in enforcement of uniform codes and local ordinances.

Recordkeeping, report preparation, filing methods and records management techniques.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated codes, policies, procedures and protocols.

Using mathematics.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to interpret uniform codes and local ordinances and analyze building plans and specifications.

Ability to establish and maintain effective working relationships with a vaournals, technical procedures and government regulations.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

While performing the essential functions of this job the employee is regularly required to sit, use hands to finger, handle, or feel, and speak and hear.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically quiet.

file: planexam.25236

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.