

# CITY OF LINCOLN

## PLANS EXAMINER I/II

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION**

Performs activities related to the review of building construction plans of commercial, industrial and residential structures for compliance with governing codes and ordinances; aids staff and the public with respect to permit process, plans review and code application; and performs other duties as required.

### **DISTINGUISHING CHARACTERISTICS**

The Plans Examiner I is the entry-level class in the Plans Examiner series. This classification is distinguished from the level II by the assignment and performance of the more routine and elementary plan review duties, and level of supervision received.

The Plans Examiner II is the journey-level class in the Plans Examiner series. The classification is distinguished from the Senior Building Plans Examiner by the assignment and performance of a broad range of plan review duties, the level of independence to operate and level of supervision received.

### **SUPERVISION RECEIVED/EXERCISED**

The Plans Examiner I receives immediate supervision from the Building Official and may receive technical and functional supervision from the Senior Plans Examiner.

The Plans Examiner II receives general supervision from the Building Official and may receive technical and functional supervision from the Senior Plans Examiner.

### **ESSENTIAL FUNCTIONS**

Duties and responsibilities include, but are not limited to the following:

- Examines construction plans and related documents for proposed commercial, industrial and residential structures for compliance with codes and ordinances including structural, mechanical, plumbing, electrical and energy calculations, safety and health features, use of material, placements in the property, and setbacks.
- Identifies and makes recommendations for corrections to inadequate plans in order to meet required codes.
- Responds to routine building plan issues and complaints to determine compliance with codes and standards.
- Determine plan examination, permit and other fees and valuation on submitted plans.
- Assists with the resolution of routine problems of proposed projects.
- Coordinates with other departments on project requirements.
- May perform field investigations of structural problems, covering failures, instability, proper installation of unusual designs, materials or equipment, and other unsafe conditions; prepares reports and make recommendations on solutions.

- Responds to questions from the public and other departments, and assists with researching and finding requested construction documents.
- Explains disapprovals or modification recommendations to applicants for permits
- Assists building permit applicants in completing applications.
- Assists with developing informational literature related to plan check requirements and processing for public distribution.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management, City staff and the public.
- Performs related or other duties as assigned.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS**

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position requires acute hearing and both near and far vision while performing work including customer interactions, reading and inspecting plans, electronic or physical documents, field work and operating assigned equipment. The need to lift, drag, carry and push documents, equipment and supplies weighing 50 pounds or more is required. Additionally, the incumbent in this position periodically works in all weather conditions, including wet, hot and cold. The position entails working in situations that may expose the employee to fumes or airborne particles, electrical shock or mechanical hazards. The nature of the work requires the incumbent to drive motorized vehicles, operate in heavy vehicle traffic conditions, climb ladders and often work with constant interruptions.

### **KNOWLEDGE, ABILITIES AND SKILLS**

The following are a representative sample of the KSAs necessary to perform the essential functions of the position:

Knowledge of: Plan review procedures and techniques; principals of structural design, types of building construction materials and methods; pertinent building codes and ordinances enforceable by the City; engineering mathematics; research methods and sources of information related to building code enforcement; occupational hazards and accepted safety standards and methods of building construction for commercial, industrial, and residential buildings; principles and best practices of effective customer service; English usage, spelling, punctuation and grammar; modern office equipment and procedures including use of a variety of software applications.

Skill To: Perform a variety of technical and specialized building plan review work; operate an office computer, equipment and variety of work-related software applications; and communicate effectively verbally and in writing.

Ability to: Perform plan review; identify and solve plan compliance deficiencies of pertinent codes and regulations; make engineering and mathematical computations rapidly and accurately; advise on requirements; investigate complaints, respond to inquiries and mediate resolutions regarding building code and fire life safety in a timely, fair and tactful manner; understand and carry out oral and written directions; plan and organize work to meet changing priorities and deadlines; work in an office environment, which may require sitting for extended periods of time; work in a field environment.

## **MINIMUM QUALIFICATIONS**

Any combination of education and experience that provides the required knowledge, abilities and skills is qualifying. A typical way to obtain the required qualifications is to possess:

### **Plans Examiner I**

#### Experience:

One year of experience performing plans examination, municipal community development, building permitting, drafting or inspection work.

#### Education:

A high school diploma or equivalent.

#### License/Certificate:

Possession of, or ability to obtain, a valid Class C California Driver's License.

Possession of an International Code Council (ICC) Plans Examiner certification is desired.

### **Plans Examiner II**

#### Experience:

Two years of increasingly responsible experience performing plans examination work similar to that of a Plans Examiner I with the City.

#### Education:

A high school diploma or equivalent, supplemented by coursework from an accredited college or university in engineering, architecture, building, construction or a related field.

#### License/Certificate:

Possession of, or ability to obtain, a valid Class C California Driver's License.

Possession of any ICC Plans Examiner certification.

Note: An additional year of experience performing plans examination work or possession of two or more ICC Plans Examiner certifications can substitute for college or university coursework.

FLSA: Non-Exempt

Employee Group: PROF

Adopted: