



PLANS EXAMINER 2

Department: Planning and Public Works
Job Class #: 699800
Pay Range: Professional 07

FLSA: Non-Exempt
Represented: Yes

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION

This is skilled technical work in the Planning and Public Works Department. An employee in this classification is responsible for reviewing commercial and residential building construction plans for completeness, accuracy and compliance with building, fire, plumbing, mechanical and other codes. An employee must have the ability to understand and communicate about non-structural design requirements. Duties may also include performing on-site inspections and answering questions from applicants and designers regarding code compliance. Work is performed under the general direction of an administrative superior.

ESSENTIAL FUNCTIONS

- Reviews commercial and residential blueprints and construction plans for conformance with various county codes.
- Identifies plan discrepancies with established building codes and regulations. Establishes criteria for correcting non-compliance of codes before building permits are issued.
- Serves as liaison with Departments/Division as necessary regarding code compliance.
- Provides information to architects, engineers and the public regarding code compliance and plan corrections.
- Coordinates or prepares reports, drawings, and code revisions.

OTHER JOB FUNCTIONS

- Participates in pre-filing application meetings as required.
- Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The International Building Code, the International Fire Code and other building, fire, mechanical, and plumbing codes applicable to the duties of the position.
- Engineering calculations used in performing the review of structural design and in ensuring life and safety requirements.

Ability to:

- Read and understand blueprints, ordinances, and construction plans and to identify areas of noncompliance with fire and life codes.
- Identify deficiencies in plans and to specify corrections for inadequate building, fire, mechanical and plumbing code design.
- Maintain accurate records and to prepare written reports.
- Establish effective working relationships with property owners, architects, engineers, contractors, general public, and co-workers.
- Communicate effectively, both orally and in writing.

PLANS EXAMINER 2

Classification Description - Pierce County

Page 2

- Understand other related permit functions.
- Physically perform the essential job functions.

RECRUITING REQUIREMENTS

Associate of Arts degree in Building Technology, Engineering, Architecture or related field and three or more years experience in building/fire inspection or plans examining. I.C.C. Plans Examiner certification is required. Additional experience or education may substitute equally for the general recruiting requirements.

SPECIAL NOTE

Steps 1 through 6 of the pay range are merit increases based upon performance evaluation. Step 7/8 is a merit increase based upon performance evaluation and receipt of a 2nd ICC/IAPMO certification in one of the three areas, Plans Examiner, Plumbing, or Mechanical. Step 9/10 is a merit increase based upon performance evaluation and receipt of a 3rd ICC/IAPMO certification in the areas of Plans Examiner, Plumbing, and Mechanical. Step 10 is a merit increase based upon satisfactory completion of (26) accruable pay cycles. Failure to maintain required certification and/or failure to maintain acceptable performance shall result in loss of merit pay at either "7/8" or "9/10" step.