



JOB SPECIFICATION
BUILDING PLANS EXAMINER

Code 17350
Grade GS 56

General Purpose

Under general supervision, review residential, industrial and commercial plans for compliance with building, zoning, fire and accessibility codes, ordinances and standards.

Typical Duties:

Review residential and commercial plans for compliance. Involves: Review plans to ensure compliance with minimum code requirements for building, fire, zoning and accessibility codes, ordinances and standards, land use, setbacks, lot sizes, building heights and sizes, structural integrity of buildings and building valuation. Approve permit applications for rock wall construction, residential additions, remodels, swimming pools, mobile home placement, and other vendor permit applications. Review and study current and proposed building codes to become familiar with their use and application. Conduct zoning and building construction verifications by telephone, fax or direct contact with contractors, appraisers, engineers, real estate agents, corporations, developers, or other interested parties.

Provide technical support assistance. Involves: Work customer counter to issue written permits, explain reviewer comments, process permit applications to establish proper routing, and assist public with general submittal requirements. Answer telephone and written inquiries regarding code verifications and requirements. Provide information on status of submitted plan reviews. Maintain computer databases for tracking of plan routing process. Conduct meetings to provide guidance for the development of future projects and for change of building occupancy. Assist public with optional construction methods and materials. Authorize time extensions on building permits or reactivation of expired permits. Assist code enforcement division, less experienced plan reviewers, and field inspectors with specific code questions to determine compliance. Assist zoning administrator in conducting research of permits, zoning issues, and case studies for Zoning Board of Adjustment. Assist management staff and city departments by researching zoning and land use information. Conduct field inspections.



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Knowledge, Skills, and Abilities

- Application of considerable knowledge of the principles, methods and materials of residential and commercial construction, including accessibility requirements.
- Application of considerable knowledge of national, state and local regulations and professional standards related to building construction and remodeling.
- Application of considerable knowledge of building materials and alternative materials and methods.
- Application of good knowledge of building inspection and enforcement.
- Application of good knowledge of customer service and public relations methods.
- Interpretation of a variety of building plans, blueprints and diagrams related to residential and commercial building codes and regulations.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with enforcement, building codes, ordinances and standards.
- Operation of standard business office equipment, computers and computer databases.
- Establishment and maintenance of effective working relationships with coworkers, officials, customer departments, contractors, regulatory agencies and the public.
- Clear, concise oral and written communication to present technical instruction and direction to Building Inspectors, contractors, and homeowners and prepare reports.

Other Job Characteristics

- Occasional exposure to hazardous conditions, uneven or unstable terrain, climbing ladders, hazardous materials, chemicals, air and/or water borne pathogens during construction and building site inspections.
- Occasional exposure to irate contractors and/or other customers.
- Occasional heavy lifting of up to 80 pounds.
- Frequent driving through City traffic.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and four (4) years journey level building trades, or architectural/engineering design experience, or construction code inspection or plan review experience.

Licenses and Certificates: International Code Council Certification (ICC) as a Building Plans Examiner within one (1) year of appointment. ICC Certification as a Building, Electrical, Mechanical or Plumbing Inspector by time of application. Valid Texas Class "C" driver license or equivalent from another state.