

CITY OF BIG BEAR LAKE

SENIOR PLANS EXAMINER

*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:

Under general direction, reviews and processes comprehensive building and construction plans and specifications for residential, commercial and industrial structures for design integrity and compliance with applicable building codes, ordinances and laws; processes building permit applications and determines permit and impact fees; and performs related duties as assigned. Coordinates a variety of Building and Safety programs and activities including but not limited to plan check and inspection of multi-story and commercial, industrial and residential developments for structural, mechanical and electrical code and ordinance compliance; meet and confer with applicants and to participate in the functions associated with permit counter operations.

DISTINGUISHING CHARACTERISTICS:

The Senior Plans Examiner is responsible for reviewing/examining building construction plans and documents to ensure compliance with applicable building, health, safety and energy conservation codes, regulations and requirements. Incumbents assist the public regarding all stages of the permit process. Work requires a thorough understanding of the development process within the City.

SUPERVISION RECEIVED/EXERCISED:

Receives general direction from the Director of Community Development or designee. May exercise functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(includes but are not limited to the following)*

- Responsible for ensuring the conformance of building plans and specifications with applicable codes and ordinances; reviews and approves submitted building plans for compliance with building, zoning, mechanical, plumbing, electrical, housing and related codes and regulations governing the construction, alteration, repair and use of buildings and structures; performs plan checks to ensure minimum design criteria, energy standards, and the Americans with Disabilities Act requirements are met; coordinates plan checks with other departments, outside agencies and consultants.
- Interprets and monitors City rules, policies and procedures pertaining to zoning administration; explains and provides information to owners about building applications and permits; reviews applications for completeness and researches application and permit status; explains required inspections and construction requirements to owners, architects, engineers, contractors and the public; prepares correspondence to architects, engineers, and contractors relating to the correction of plans and engineering details; prepares and maintains records and files for monitoring deficiencies and status of compliance.

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- Assists and provides coverage for the permit counter; provides information and assistance regarding construction codes as necessary; issues and writes permits; assists in answering the more difficult questions; calculates building permits, plan check and developer fees.
- Files and logs current projects to track status; transmits plans to other divisions, departments and outside consultants as appropriate; performs code research; investigates new and substitute materials; investigates new methods of structure design; keeps informed of changes and new legislation related to assignments.
- Assists the Chief Building Official in the preparation of monthly reports, ordinances, policies and procedures; makes technical recommendations on work items to Building Inspectors.
- Participates in setting work priorities; establishes goals and objectives for assigned activities.
- Establishes positive working relationships with representatives of community organizations, State/local agencies and associations, City management and staff, and the public.
- Performs building inspections as needed.
- Performs other related duties as required.

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, crawling, and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment and acute hearing is required when providing phone and face-to-face service. The need to lift, carry, pull and push tools, supplies and other equipment weighing 25 pounds or more is also required. Additionally, the incumbent in this position works outdoors in all weather conditions including wet, hot and cold along with extreme sun exposure. 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 also requires the incumbent to climb ladders, use power and noise producing tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a Plans Examiner. A typical way of obtaining the required qualifications is to possess three years of experience in the construction industry and the building trades involving work performed in conformance with standard building codes, and a high school diploma or equivalent.

License/Certificate:

Possession of a valid Class C California driver's license. Possession of an I.C.C. Plans Examiner Certificate is required.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

Principles, practices and methods used in plan checking, building inspection and permit issuance; plumbing, electrical, mechanical, Americans with Disabilities Act, uniform business codes and related engineering practices; modern methods of building construction; applicable Federal, State and local laws, codes and regulations, including laws, ordinances and codes related to building construction and zoning; investigative principles and practices; public relations techniques and procedures; basic principles of mathematics; techniques of scheduling work assignments; standard office procedures, practices, and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping, report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to:

Apply policies, procedures, codes and regulations pertaining to building plans and specifications; read and interpret complex plans and specifications; interpret, explain and apply applicable laws, codes and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing software and internet web based applications including plan review technology; safely and effectively operate tools and equipment used in building inspection and the building trades.