



# JOB DESCRIPTION

# Plans Examiner/Inspector

### Required Licenses or Certifications:

Certified Building Inspector

Plans Examiner certification to be obtained within one year in the position.

Possession of a valid driver's license.

### Required Knowledge of:

- Pertinent local, state and federal laws, codes and regulations affecting general plans, zoning, subdivisions and other related ordinances.
- All phases of construction.
- Building and Town codes.
- Inspection principles and practices.
- Trigonometry
- Report preparation techniques.
- Municipal government.
- Computer-aided drafting methods and techniques.
- Uses and applications of personal computers and various software applications.

### Required Ability to:

- Develop and maintain effective working relationships with Town staff, various external organizations, manufacturers, design engineers, special inspectors and the general public.
- Understand and interpret building and Town codes.
- Read blueprints and plans.
- Operate a calculator.
- Understand requests for various information and determine the appropriate information format.
- Prepare complex reports, including analysis and narrative.
- Prepare spreadsheets and construct and/or modify automated reports.
- Work with all levels of an organization and provide technical guidance and consultation.
- Administer laws and regulations, make decisions, maintain composure, and work effectively under stressful conditions.
- Evaluate facts and evidence, drawing logical conclusions and making proper recommendations.
- Communicate effectively, both orally and in writing.
- Assess and prioritize multiple tasks, projects and demands.
- Operate a personal computer utilizing a variety of business software.

### Physical Demands / Work Environment:

- Work is performed in a traditional office environment. May be required to perform a full range of motion with lifting and/or carrying supplies, materials, equipment and/or items weighing up to 50 pounds. May be exposed to motorized heavy equipment and vehicles; may be exposed to extreme weather conditions. May be exposed to hazardous chemicals. May be exposed to infectious diseases. May be required to work within confined spaces. May be required to climb ladders.

*Core Values: Integrity, Teamwork, Respectful, Communication, Service, Leadership, Innovation*

Classification	Adopted	Revised	Retitled	Class Code / Range	FLS Designation	Step
		5/2021		25		

APPROVED: Laura Kyriakakis

DATE: 5/2/2021