

# PLANS EXAMINER/INSPECTOR

Department: Development Services Class Code: 25

Reports to: Building Official FLSA Status: Non-Exempt

**GENERAL PURPOSE:** Under limited supervision, reviews building plans to ensure compliance with all building and Town codes.

### PRIMARY DUTIES AND RESPONSIBILITIES:

The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

- Reviews and examines residential, commercial and industrial plans to ensure compliance with construction codes and accessibility requirements; confers with design professionals, contractors and owner builders to resolve unusual problems; redlines plans for corrections.
- Checks structural engineering computations for vertical and lateral loads, including seismic analysis, to substantiate the design on buildings, mechanical equipment installation, plumbing and wiring.
- Performs structural analysis of residential structures for which no engineering is provided.
- Conducts field inspections of buildings during all phases of construction; inspects building sites to insure there is no sheet flow impact.
- Answers questions and advises the public via phone calls or in-person regarding various building codes and plan review requirements.
- Advises inspectors of building code interpretations.
- Evaluates all tests of soil bearing values and load tests of buildings and structures; maintains test records.
- Maintains records of special inspections.
- Reviews copies of welding certifications to ensure project welders are properly qualified to perform specific welds.
- Maintains the integrity, professionalism, values and goals of the Town by assuring that all rules and regulations are followed, and that accountability and public trust are preserved.
- Supports the relationship between the Town and the constituent population by demonstrating courteous and cooperative behavior when interacting with residents, visitors and Town staff; enthusiastically promotes the Town's goals and priorities in compliance with all policies and procedures.
- Performs related duties as required or assigned.

### **MINIMUM QUALIFICATIONS:**

## **Education and Experience:**

High school diploma or equivalent and 10 years of experience, including two years of supervisory experience, in construction or an equivalent combination of education, training and experience.

Plans Examiner/Inspector Chino Valley

### **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
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