

City of
EDMONDS
Washington

PLANS EXAMINER

Department:	Development Services – Building		
Bargaining Unit:	SEIU	FLSA Status:	Non Exempt
Revised Date:	February 2019	Reports To:	Building Official

POSITION PURPOSE: Under general supervision, performs technical plan reviews for commercial and residential buildings to ensure compliance with State mandated codes and local ordinances and regulations; responds to design professional and the general public regarding building code questions, requirements and interpretation of codes, construction problems and City procedures; performs limited site inspections of building projects as needed to determine compliance with approved plans or regarding investigation of complaints; determines and calculates plan review and building permit fees. Serves as backup to the Building Inspector position(s).

ESSENTIAL FUNCTIONS 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.*

- Examines construction drawings and specifications, geotechnical reports, structural calculations, plumbing, mechanical, energy and ventilation calculations to determine code compliance and notifies applicants in writing of plan review corrections.
- Approves building permit applications according to established procedures.
- Maintains current knowledge of various codes and construction practices due to changes in building materials, building code philosophies and legislative mandates.
- Performs duties of the Building Inspector, Combination Building Inspector or Senior Combination Building Inspector as directed.
- Creates and updates public handouts for building code information.
- Prepares and maintains documentation related to the permit reviewing process.

Required Knowledge of:

- Current construction codes, applicable Uniform, International and City codes, local and WAC amendments to State-adopted codes, local ordinances and regulations and construction manuals, NDS and other applicable standards.
- Plans examination and review procedures.
- Legal procedures including: authority of the Building Official, right-of-entry procedures, field inspection procedures and legal noticing, safety standards and procedures.
- Field inspection methods, procedures and techniques.
- City locations and boundaries.
- Principles of customer service and public relations.
- Research methods and report presentation.

JOB DESCRIPTION

Plans Examiner

- Effective oral and written communication principles and practices to include public relations.
- Modern office procedures, methods, and equipment including computers and computer applications such as: word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar and punctuation.
- Principles of business letter writing.

Required Skill in:

- Reading codes, plans, blueprints, specifications, drawings and other permit documents and ensuring compliance with adopted building codes and City ordinances.
- Performing accurate and complete field inspections of various types of structures under construction or alternation.
- Resolving discrepancies with appropriate code and regulations.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Establishing and maintaining effective working relationships with staff, management, vendors, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing, including public relations.
- Research of evaluation reports and product specifications for determining applicability.
- Mathematical computations needed for reviews.

MINIMUM QUALIFICATIONS:

Education and Experience:

Associates Degree or two year Technical Certificate in Building/Construction Technology and two years of building code enforcement experience associated with a variety of building and construction types; OR an equivalent combination of education, training and experience.

Required Licenses or Certifications:

Valid State of Washington Driver's License.

Current ICC Building Plans Examiner certification, or ability to obtain certification within six months.

Current ICC Building Inspector certification, or ability to obtain certification within six months.

Must be able to successfully complete and pass background check.

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment
- Driving a vehicle to conduct work.

Physical Abilities:

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating a computer keyboard and survey tools.
- Reading and understanding a variety of materials and conduct inspections.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Ascending/descending ladders and working on scaffolding.
- Walking or otherwise moving over rough or uneven surfaces.

JOB DESCRIPTION

Plans Examiner

- Kneeling, bending, crouching and crawling, reaching overhead and above shoulders or otherwise positioning oneself to accomplish tasks.
- Ability to wear appropriate personal protective equipment based on required City Policy.

Hazards:

- Adverse weather conditions.
- Working in and around moving traffic.
- Noise from equipment operation.
- Regular exposure to fumes, dust and odors.
- Working around and with machinery having moving parts.
- Contact with dissatisfied or abusive individuals.

Incumbent Signature: _____

Date: _____

Department Head: _____

Date: _____