JOB DESCRIPTION

SENIOR PLANS EXAMINER/CBO

Department:	Development Services	**Classification/Grade:**	26
Division:		**FLSA Status:**	Non-Exempt
Reports to:	Development Services Director	**Safety Sensitive:**	Yes
		Bargaining Unit:	Teamsters Local 14
		Date Approved:	2007

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, description/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under the supervision of the Development Services Director perform plan and specification review involving single and multifamily residential and minor commercial construction to insure compliance with appropriate codes and ordinances; approve all plan review and inspections for all structures; prepare valuations and fees on permit applications; To consult with contractors, engineers, architects and the general public concerning the acceptability of drawings submitted for approval to build within the city, and assist with building inspector duties as needed.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions are those functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Plan, direct and coordinate the enforcement of laws and codes governing the construction of new buildings or altering existing structures.
3. Reviews construction plans and specification for single and multifamily residences, minor commercial, signs, pools, fences, room additions, mobile home additions, moved buildings, sheds, outbuildings and other associated structures for compliance with the building, plumbing, mechanical, electrical, solar and county codes, state statutes and related codes and ordinances.
4. Perform difficult inspections and assists staff in resolving technical questions relating to various code requirements.
5. Participate in the development and coordination of departmental goals and objectives as well as polices and procedures necessary to provide assigned personnel services; recommend and assist in the development and implementation of modified systems, polices and procedures.
6. Plan, program, direct and participate in all building service activities associated with setting and ensuring compliance with building standards.
7. Ensures that records, logs, and files of plans, plan review status, and completed projects are accurate.
8. Provide customer service and assistance to designers, contractors, developers and the general public by explaining and interpreting state and local codes and departmental rules, regulations, policies, and procedures.
9. Coordinate technical review with other departments for completeness, accuracy and code compliance.
10. Assist inspectors with inspections and other government agencies as they may require in code related items.
11. Research difficult and complex proposed designs and code-related issues to ensure compliance with adopted construction codes.
12. Provide public counter service such as approving permits, approving minor plans, answering questions concerning all codes, and directing the public to the proper departments to respond to their concerns.
13. Be dependable and meet acceptable attendance requirements at all times.
14. Follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS

A. Protect confidential information by preventing unauthorized release, both verbal and/or writing.
B. Assist in coordinating work performed by contract plan examination consultants.
C. Assist in preparing and administering the budget for the department.

QUALIFICATIONS

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Thorough knowledge of rules, regulations, policies, and operating procedures of the Building Department.
- Supervisory practices and procedures including methods of training, motivating, and evaluating employees.
- Disciplinary procedures; civil and structural engineering principles and practices as applied to reviewing structural plans, grading plans, calculations, and soils reports.
- International Building Code, related codes, and regulations including electrical, mechanical, and plumbing codes.
- Appropriate state and local codes and ordinances.
- Current construction methods and materials.
- Computer software applications used to perform plans examination work.

Ability to:

- Supervise and evaluate the work of plans examiners.
- Provide training to employees in departmental policies and procedures and provide for professional development.
- Read and accurately interpret plans and calculations.
- Perform detailed analysis and examination of complex building and construction designs, specifications, and plans.
- Interpret, apply, and explain applicable laws, codes, and regulations; prepare clear and concise reports, correspondence, and other written materials.
- Use initiative and independent judgment within procedural guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work and communicate effectively verbally.
- Use office equipment including personal computers and calculators.
- Maintain ICBO certification through continuing education programs.

Experience, Education & Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

Education: Bachelor's Degree in Architecture, Civil or Structural Engineering, Construction Management or closely related field preferred.

Experience: Three years in construction or building inspection, one year of which must have been at the lead worker level or a combination of education and experience.

License or Certificate: ICBO Certification. ICC Certification as a building inspector and plans examiner. Must possess, at the time of employment and continuously throughout employment, a valid driver's license.

WORKING CONDITIONS

Work is performed under the following conditions:

Physical Requirements:

Duties are performed in an office environment or in the field. Adequate vision sufficient to review printed material such as plans, codes and calculations, and a VDT screen. Exposure to a variety of weather conditions may occur while driving or conducting field inspections. Physical exertion is required for frequent bending, reaching, kneeling, sitting or standing for prolonged periods of time. Must be able to handle stressful situations, climb ladders and walk on high roofs and must carry/lift/push or pull loads of up to 75lbs.

Job Hazards/Risk Factors

Employees risk physical hazards from obstacles, debris, noxious fumes, toxic chemicals, drugs, drug paraphernalia and angry and volatile citizens.

Position is considered safety sensitive and is subject to drug testing.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised and approved January 2007
October 2009 ~ May 2011 (Department) ~ April 2013 (Safety Sensitive)
October 2014 (Add CBO per PAF)