

**MAJOR FUNCTION**

This is architectural and engineering work in which the incumbent is responsible for the review of residential and commercial specifications of buildings and structures for compliance with building and fire codes and accepted engineering practices. An incumbent in this class may coordinate the work activities of the Plans Examiners I and II. The work is performed under the administrative direction of an administrative superior within the framework provided by the approved codes, ordinances, and departmental policies.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

**Growth Management:** Reviews building plans, architectural plans, and blueprints to ensure compliance with state minimum building codes. Confers with contractors, architects, engineers, owners, and others regarding compliance and interpretation of building, zoning, fire, handicap, energy, and other codes and ordinances being enforced by the City. Confers with supervisor on questions of technical interpretation of codes. Verifies general accuracy of energy forms. Calculates square footage for building permit fees, radon surcharge, and federal reports. Interfaces with and provides assistance to the general public as to what is required to obtain a building permit. Reviews and passes on plans for building construction and alterations after verifying contractor's licenses and issues building permits. Prepares and maintains technical records and reports. Provides advice and assistance to other departmental personnel on technical and administrative problems related to code enforcement and interpretation. Provides assistance to the general public on requirements for applying for construction or alteration permits and the related fees. Prepares reports to supervisor. Reviews construction plans for compliance with related City Zoning and Site Plan Review Code and other land development codes, and may issue house numbers in preparation for issuing building permits. Reviews for technical compliance with standard Building Code and the Environmental Management Ordinance. Conducts Type A Zoning review. Investigates all reported zoning violations; issues cease and desist orders when violations exist; and when necessary, prepares documents to have violator brought before Municipal Code Enforcement Board. Approves occupational and alcoholic beverage licenses based on uses and classification. Coordinates with other agencies regarding zoning matters, i.e., street numbers, street names and subdivisions, etc. Assists in preparation of annual budget. Serves as a project leader and coordinates the work of subordinate personnel. Attends Board of Adjustment and Appeal meetings to represent the Building Inspection Division and answer any zoning questions. Performs related work as required.

**Fire:** Reviews building plans, architectural plans, and blueprints to ensure compliance with applicable codes. Confers with contractors, architects, engineers, owners, and others regarding compliance and interpretation of building, zoning, fire, handicap, and other codes and ordinances being enforced by the City. Conducts fire safety inspections on new commercial buildings. Confers with supervisor on questions of technical interpretation of codes. Reviews and passes on plans for building construction and alterations after verifying contractor's licenses and issues building permits. Prepares and maintains technical records and reports. Provides advice and assistance to other departmental personnel on technical and administrative problems related to code enforcement and interpretation. Prepares reports to supervisor on any matters in dispute and number of plans received. Calculates square footage for building permit fees. Provides assistance to the general public on requirements for applying for construction or alteration permits and the related fees. Reviews construction plans for compliance with related City Zoning and Site Plan Review Code and other land development codes. Attends pre-application meetings and DRC meetings as required. Attends Board of Adjustment and Appeal meetings to represent the Fire Department and answer any fire related questions. Performs related work as required.

Other Important Duties

Growth Management: Serves in absence of supervisor. Completes special projects as assigned. Performs related work as required.

Fire: Performs related work as required.

**DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills

Considerable knowledge of structural engineering. Considerable knowledge of the practices, methods, and materials as applied to building construction. Considerable knowledge of the standard Building Code and/or fire codes. Considerable knowledge of City Zoning Ordinance. Considerable knowledge of occupational and alcoholic beverage license requirements for classification. Ability to read and interpret construction drawings and to recognize deviations from such plans in building construction and installation processes. Ability to assist in the work of a staff engaged in the enforcement of codes and ordinances. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to communicate effectively, clearly, and concisely, both orally and in writing. Skill in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of an associate's degree in engineering technology and four years of technical experience working as a plans examiner, building construction estimator, or building construction supervisor; or an equivalent combination of training and experience.

Necessary Special Requirements

Growth Management: Must possess Building Plans Examiner and Building Inspector Certificates from Southern Building Codes Congress International at the time of appointment.

Must possess a valid Class E State driver's license at the time of appointment.

Fire: Must possess State Certificate as Municipal Fire Inspector.

Must possess a valid Class E State driver's license at the time of appointment.

Established: 04-09-93

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07-19-00

10-14-03\*

09-15-09\*