

CHIEF PLANS EXAMINER

NATURE OF WORK

This is responsible supervisory and technical work examining applications, drawings and specifications submitted for obtaining building permits.

Work involves responsibility for supervising the daily operations of the permit counter in the Building and Safety Department, and for supervising and participating in the examination of plot plans, drawings and specifications pertaining to the construction, alternation and use of buildings to determine compliance with the building code, zoning ordinances and other applicable ordinances. Work also involves the coordination of detailed examinations by other departments for approval before authorizing issuance of the building permit. An employee of this class is given considerable latitude in determining whether compliance has been achieved and has the responsibility for disposition of building permit applications. Work is performed under the general supervision of a technical or an administrative superior with work reviewed for program effectiveness and conformance with applicable ordinances and established departmental policies. Supervision is exercised over subordinate technical employees.

EXAMPLES OF WORK PERFORMED

Plans, schedules, coordinates, supervises and evaluates the work of employees engaged in the review of building and construction plans and permit applications; directs all phases of counter operations in the review process for various permits.

Examines plans submitted for building permits to ensure they conform to applicable building codes, zoning and other relevant ordinances; examines plans and specifications to ensure sufficient data concerning plumbing, HVAC, electrical, access and utilities are indicated so a detailed review can be completed by other departments.

Provides technical assistance and code and zoning interpretation to developers, contractors, architects and subordinate employees; represents the department at meetings with developers, contractors, builders, and the general public.

Participates in the revision and development of administrative policies and procedures in order to ensure consistency and efficiency of department/division operations.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the materials, methods and practices used in building construction.

Thorough knowledge of the codes, regulations and ordinances governing building construction in the City of Lincoln and Lancaster County, Nebraska.

Considerable knowledge of legal procedures as related to enforcement of municipal and county codes and ordinances.

Ability to read and interpret construction plans and specifications.

Ability to explain, interpret and enforce codes, regulations and ordinances firmly, tactfully and impartially.

Ability to establish and maintain effective working relationships with subordinates, contractors, architects, engineers, property owners, municipal officials and the general public.

Ability to communicate effectively both orally and in writing.

Ability to use a computer for research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university with major course work in building or construction science, engineering or related field and experience in the review, analysis and site inspections of building and construction plans, designs, specifications and sites.

MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college-level course work in building or construction science, engineering or related field plus experience in building construction trade at the journey or supervisory level including experience as a Building Inspector or Building Trades Inspector; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must have Certificates of Completion of available correspondence courses concerning the Uniform Building Code and Building Inspector Certification as sponsored by the International Conference of Building Officials.

Approved by: _____
Department Head

Personnel Director

3/93
Revised & Title Change: 7/98

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