

## PLANS EXAMINER I

### NATURE OF WORK

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

Work involves responsibility for 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. Examination must reveal that drawings and specifications meet the requirements of the building, plumbing, HVAC and electrical codes, but does not involve highly technical examination of structural, plumbing, HVAC and electrical design elements. 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 latitude in determining whether compliance has been achieved and has the responsibility for disposition of building permit applications. Work is performed under the supervision of a technical superior who is consulted for advice whenever needed. Work is reviewed by a technical superior for program effectiveness and conformance with applicable ordinances and established departmental policies through review of the projects submitted and accepted. Supervision may be exercised over subordinate technical employees.

### EXAMPLES OF WORK PERFORMED

Examines plans submitted for building permits to ensure they conform to applicable building codes, zoning and other relevant ordinances; checks to see that property is zoned correctly for intended use and in compliance with yard, height, area and other zoning requirements and that building construction meets the general requirements of the building code for the type of occupancy proposed.

Examines plans and specifications to ensure sufficient data concerning plumbing, HVAC, electrical, access and utilities are indicated and so detailed that review by other departments may be completed.

Coordinates other department plan reviews and determines that compliance is indicated on the plans and specifications before authorizing issuance of the building permit.

Confers with contractors, engineers, architects, property owners and other interested parties; explains and interprets building laws and regulations, as well as municipal and county zoning ordinances and related laws.

Performs related work as required.

### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

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

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

Knowledge of, or the ability to learn, 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.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent plus six months of experience in the building construction trade at the journey or supervisory level; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENT

Certification by the International Conference of Building Officials as a Certified Residential Building Inspector or Certified Residential Plans Examiner prior to completion of the probationary period.