

## PLANS EXAMINER II

## NATURE OF WORK

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

Work involves the examination of plot plans, drawings and specifications pertaining to the construction, alteration 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 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 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

Reviews, evaluates and approves 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.

Uses professional judgment to interpret complex technical information and make determinations regarding compliance with building, plumbing, HVAC, and electrical codes, ensuring that the plans meet both general and details regulatory requirements.

Reviews proposed development to assure that all necessary permits have been obtained from those agencies from which prior approval is required by federal or state law.

Communicates with field inspection staff on complaint investigations and compliance; ensures violations are corrected.

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

Provides expert advice and guidance 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.

Supervises and mentors subordinate technical staff, providing guidance and oversight on the permit application process.

Performs related work as required.

#### DESIRABLE KNOWLEDGE, ABILITIES AND SKILLS

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

Considerable 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.

#### MINIMUM QUALIFICATIONS

Graduation from a senior high school or equivalent supplemented by college-level coursework in building or construction science, engineering or related field plus two years of experience in the building construction trade at the journey or supervisory level including six months of experience as a building inspector, building trades inspector, or in code enforcement and a minimum two years of experience as a Plans Examiner I; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.

#### NECESSARY SPECIAL REQUIREMENTS

Must have certification as a Building Plans Examiner in the International Building Code as sponsored by the International Code Council (ICC).

Must have certification as a Certified Residential Building Inspector or Certified Residential Plans Examiner in the International Residential Code as sponsored by the International Code Council.

1/26  
PS3202