



Title: Plans Examiner I

FLSA Status: (Non-Exempt)

BRIEF DESCRIPTION:

The purpose of this position is to review a variety of plans for residential and commercial projects. This is accomplished by performing comprehensive analysis and examination of building construction plans, design, and specifications. Other duties may include completing related tasks as assigned.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	L	Performs plan reviews by reviewing and approving residential and commercial plans as they conform to applicable codes and advising applicants of needed change.
2	L	Conducts research on plan specifications and checks calculations to insure compliance with currently adopted codes. Interprets and applies state and local codes and regulations.
3	L	Conducts meetings and advises engineers, architects, contractors and the general public on plan design, code interpretations, and the resolution of design problems affecting life safety.
4	L	Assists with the processing of applications for construction permits; receives logs and routes plan submittals.



JOB REQUIREMENTS:

-Description of Minimum Job Requirements	
Experience	2-4 years experience. Considerable previous experience required in the same or similar previous positions. The job requires a sound knowledge of common and uncommon techniques, concepts, methods, practices, use of forms, routines, etc., of complex nature.
Education	High school plus additional course work (equivalent to up to 1 year at a Community College or equivalent resulting in accumulation of similar knowledge and abilities).
Technical Skill	Advanced technical skills. Work requires advanced skills, specialized knowledge, and extensive expertise in approaches and systems.
Physical Demands	Work requires moderate physical exertion. Forces exerted are equivalent to lifting between 10 and 25 pounds. Job requirements for manual dexterity or physical manipulation are also moderate. The need for physical stamina and endurance is of some significance. The degree of physical strain produced on the job is moderately taxing, and is fatiguing. Work could involve a considerable amount of walking, standing, a confining or tiring work position, or constant periods of sitting in one position where the freedom does not exist to walk about.
Contacts	Contacts are necessary to perform the job as work involves internal and external contacts for the purpose of providing guidance, instruction or technical advice or for the purpose of explaining business matters by interpreting organizational policy. Improper handling would cause problems in relationships. Work involves occasional contact with people who are upset, uncooperative or have difficulty communicating their requirements and/or an occasional requirement to communicate information that people do not want to hear or may find upsetting.
Responsibility	The job requires the provision of guidance and training to others. The job does not have formal or official supervisory responsibilities. The job does not perform a personnel function, supervise the employees or handle non-work problems.
Accountability	Decision/action situations have a significant impact on the organization. Errors are difficult to detect and result in immediate impact on resources and continuing influence on operational effectiveness. Revenue, productivity, service, quality, security of assets or external relationships may be adversely affected. Corrections may be more costly than original action.
Environment	Exposure to some undesirable or unpleasant environmental characteristics. Physical environment is generally safe and there is minimal health risk. No safety equipment or unusual precautions are required.
Safety	Responsibility for personal performance as a source of minor safety risk. Work involves intermittent but daily use of equipment, tools or materials or defusing of potentially volatile situations.
Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certifications & Other Requirements	A Valid Arizona Class "D" Drivers License upon hire. Two Certifications from International Code Council (ICC) Residential: Building, Electrical, Plumbing or Mechanical. ICC Residential Plans Examiner Certification or equivalent certification from another source or agency within one year of hire.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with “L”				
Sedentary	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C Continuously 2/3 or more of the time.	F Frequently From 1/3 to 2/3 of the time.	O Occasionally Up to 1/3 of the time.	R Rarely Less than 1 hour per week.	N Never Never occurs.
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Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Observing work site, observing work duties, communicating with co-workers
Fine Dexterity	C	Computer keyboard, telephone keypad, calculator
Walking	O	To other departments/offices, around work site
Lifting	R	Supplies, files
Carrying	R	Supplies, files
Sitting	F	Desk work, meetings, driving
Reaching	O	For supplies, for files
Handling	R	Paperwork
Pushing/Pulling	R	File drawers, tables and chairs
Climbing	R	Stairs, step stools
Vision	C	Reading, computer screen, driving
Foot Controls	R	Driving
Balancing	R	On step stools
Bending	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crouching	R	Filing in lower drawers, retrieving items from lower shelves/ground
Hearing	F	Communicating via telephone/radio, to co-workers/public
Kneeling	R	Filing in lower drawers, retrieving items from lower shelves/ground
Crawling	R	Under equipment
Twisting	O	From computer to telephone
Talking	F	Communicating via telephone/radio, to co-workers/public
Other (specified if applicable)		



MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Standard office equipment, calculator, vehicle, code references, and architectural/engineering scale.

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never		D Daily	W Several Times per Week	M Several Times per Month	S Seasonally	N Never	
-Health and Safety Factors-						-Environmental Factors-					
Mechanical Hazards					R	Extreme temperature					S
Chemical Hazards					R	Wetness and/or humidity					S
Electrical Hazards					R	Respiratory hazards					S
Fire Hazards					N	Noise and vibration					N
Explosives					N	Physical hazards					N
Communicable Diseases					N						
Physical Danger or Abuse					N						
Other:											

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, protective glasses, safety footwear.

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
-Description of Non-Physical Demands-			-Frequency-
Time Pressure			O
Emergency Situation			O
Frequent Change of Tasks			F
Irregular Work Schedule/Overtime			R
Performing Multiple Tasks Simultaneously			F
Working Closely with Others as Part of a Team			F
Tedious or Exacting Work			O
Noisy/Distracting Environment			O
Other			

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other	
Recreation/Neighborhood Center			