



Job Description

TITLE: Plans Examiner
DEPARTMENT: Community Development
GRADE: 16
FLSA: Non-exempt
EEO DESIGNATION: Professionals
REVISION DATE: 05/11/2016

POSITION SUMMARY

Under the direction of the Chief Building Official, the Plans Examiner performs complex technical reviews of residential, commercial or other construction plans to ensure compliance with municipal building codes, approval of construction plans, and interprets blueprints to ensure public safety and health.

ESSENTIAL FUNCTIONS:

- Examines plans and specifications of residential, commercial, industrial, public and other developments to ensure compliance with adopted construction codes.
- Review building plans with inspectors.
- Assist building inspectors with difficult or unusual code requirements.
- Prepare and maintain records of plan checking activities.
- Conduct or attend pre-construction meetings.
- Answer the questions of other city departments regarding any adopted construction codes.
- Review contractor and homeowner problems and provide solutions.
- Inspect buildings under construction for compliance with adopted construction codes.
- Interpret adopted construction codes as applicable with guidelines.
- Performs other duties as directed (duties are not limited to those listed above).

MINIMUM QUALIFICATIONS:

Requires a high school diploma or GED and two (2) years of college or equivalent higher education in architecture, construction technology, trades, drafting, construction management, or a related field. Combination inspector certification is required. This position requires a valid Utah Driver's License. Plans examiners certification preferred. Five (5) years of related work experience may be substituted for the two (2) years of college education required.

KNOWLEDGE, SKILLS AND ABILITIES

1. Must have computer skills since reviews are performed electronically. Experience with Bluebeam Revu software, or another type of reviewing software, is a plus.



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2. Thorough knowledge of adopted construction codes as amended and adopted by the State of Utah and Draper City, and general construction practices.
3. Must have a thorough knowledge and understanding of the principles of construction and basic planning principles.
4. Must have the ability to read and interpret blueprints and plans.
5. Must have the ability to review and approve the utilization of structural materials, including verification of proper concrete reinforcing, use of proper construction joints and beams, and compliance of wall, floor, and roof design.
6. Must have the ability to communicate effectively both orally and in writing.
7. Must have the ability to prepare clear and concise reports: and to apply word processing and other personal computer applications.
8. Must have the ability to work effectively in a sometimes stressful environment.
9. Must have the ability to communicate and coordinate effectively with other city staff and representatives of other organizations to accomplish shared and multi-disciplinary tasks.
10. Must have the ability to establish and maintain effective working relationships with employees, public officials, and the public.
11. Must have the ability to meet expected deadlines and attain measurable results as defined by the Building Official.

WORKING CONDITIONS AND PHYSICAL DEMANDS:

Position normally works in an office environment, but may require working outdoors and physical demands may occur in activities related to exposure, walking, standing, stooping, sitting, reaching, etc. Talking, hearing and seeing required in the daily performance of job duties. Person in this may work at a computer station for long periods of time. Mental application utilizes memory for details, emotional stability and discriminating thinking and creative problem solving. Considerable exposure to stress related to time deadlines and working conditions. Person in this position may be required to use vehicle to drive to addresses and locations throughout Draper City.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.