



Plans Examiner

DEPARTMENT: COMMUNITY DEVELOPMENT

REVISION DATE:

June 2021

BARGAINING UNIT:
NONE

PAY MATRIX:
Level 19

FLSA CLASS:
NON-EXEMPT

REPORTS TO: **BUILDING OFFICIAL**

DIRECT REPORTS: **NONE**

POSITION SUMMARY:

Under the general supervision of the Building Official; Reviews commercial and residential building plans, specifications, and structural calculations for compliance with all building, electrical, mechanical, plumbing, energy, fire safety, housing, and handicap accessibility codes adopted by the City for industrial, commercial and residential construction. Consults with designers, contractors, and the general public regarding code applications, and building construction methods and materials. Assists in the issuance of building permits, and makes field inspections as required. Prepares reports pertaining to building code enforcement and performs other related work. Assist with enforcement of local, state and nationally mandated codes and practices, and may serve as Building Official in his/her absence. Performs related duties as required.

ESSENTIAL FUNCTIONS:

- **Plans, organizes, and participates in the plan review of submitted construction plans and engineering calculations for structural and architectural components to ensure compliance with all applicable codes, and makes recommendation of methods of compliance for deficiencies found.**
- **Consults, assists, and informs architects, engineers, building contractors, sub-contractors, designers, and homeowners regarding the application and interpretation of the building codes and construction materials and methods.**
- **Interacts and assists the general public by answering inquiries, explaining procedures relating to city permits, codes, inspections, and nuisances, and finds solutions to resolve any inquiries or complaints.**
- **Provides technical expertise to other city departments and staff.**
- **Consults and partners with staff to enhance customer service.**
- **Performs field inspections relating to building, plumbing, electrical, mechanical, fire, and accessibility for commercial, industrial, and/or residential construction to ensure compliance with adopted building codes and ordinances. This includes new construction, remodeling, additions, rental properties and/or other structures.**
- **May perform inspections and assist in the enforcement of the Rental Housing Code by arranging/conducting inspections, keeping accurate records, and conducting re-inspections.**
- **May inspect and respond to nuisance complaints, including creating and delivering written notices, and possible court appearance.**
- **Serves as Building Official in his/her absence or when directed; provides mentoring and input to building inspection and administrative team as needed.**

PERIODIC JOB DUTIES:

- **May be reassigned to assist in other areas within the City of Altoona.**
 - **May perform other duties as assigned.**
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TYPICAL QUALIFICATIONS:

- **Education – High school diploma or GED equivalent**
- **Experience – A minimum of six (6) years in building trades, or inspection and code enforcement work consisting of plan review or blueprint reading.**

SKILLS:

- **Ability to take initiative and work efficiently.**
- **Ability to work independently with intermittent direct supervision.**
- **Excellent oral and interpersonal communication and listening skills including, but not limited to: tact, diplomacy and professionalism when dealing with members of the public and staff.**
- **Effective written communication skills.**
- **Problem-solving ability appropriate to the work activities.**
- **Ability to read and interpret construction plans, specifications and applicable technical codes and ordinances.**
- **Ability to conduct combination inspections.**
- **Accurate mathematical skills to utilize dimensions on plans to calculate permit cost, building area, various code applications and related information.**
- **Ability to operate a personal computer using various software programs for word processing, permits, and zoning enforcement operations.**
- **Ability to concentrate in a diverse work setting.**
- **Maintain confidentiality.**
- **Ability to climb up to rooftops, crawlspaces, etc. in order to perform a complete inspection.**
- **Perform job functions adhering to safety guidelines and policies set by the administration and/or supervisor.**

KNOWLEDGE:

- **Knowledge of International Building Code, International Residential Code, National Electric Code, International or Uniform Plumbing Code, International Mechanical Code, International Fuel Gas Code, International Fire Code, and ANSI-117.1 Accessible and Usable Buildings and Facilities Code**
- **Knowledge of general construction practices and equipment.**
- **Knowledge of office equipment, including telephone, photocopier, laser printers, personal computers, etc.**

WORKING CONDITIONS:

- **Combination normal office environment outside working conditions.**
- **Ability to lift, carry, push and pull up to fifty (50) pounds.**
- **Frequent climbing, balancing, stooping, kneeling, and crouching,**
- **Intermittent crawling and reaching in tight spaces.**
- **Moderate exposure to inclement weather.**

REQUIRED SPECIAL QUALIFICATIONS:

- **Valid Iowa Driver's license**

- Certified as a Residential and Commercial Building Inspector, Residential and Commercial Electrical Inspector, Building Plans Examiner, and certification as a commercial plans examiner in at least two (2) other trades: accessibility, electrical, energy, fire, mechanical, or plumbing. Certifications may be obtained within twelve (12) months of employment through a nationally recognized agency and approved by the Building Official.
 - Periodically called during off-hours to respond to citizen and construction related inquiries.
 - Must be insurable.
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The City of Altoona retains the authority to change the job duties included in this job description at any time. The list of duties is not exhaustive and various requirements are subject to possible modification as a reasonable accommodation for a qualified individual.