



City of Casa Grande

Plans Examiner

GENERAL PURPOSE: Under general supervision, reviews proposed construction plans for compliance with building and construction codes and municipal regulations.

PRIMARY DUTIES AND RESPONSIBILITIES:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Examines plans and blueprints for compliance with building, electrical, mechanical and plumbing codes, access requirements, and zoning ordinances; makes corrections or requires corrections to be made so that plans will conform to regulations.
- Provides customer service; answers questions and concerns related to building codes and requirements.
- Reviews current trends and developments in construction and building trades and recommends revisions in policies and procedures; trains department staff as required.
- Reviews requests for permits, calculates fees and costs, and issues permits within scope of authority; assigns addresses for new developments.
- Consults with architects, engineers, designers, contractors and homeowners concerning deficiencies with structural and non-structural requirements; interprets, applies and explains codes and regulations; resolves problems that arise due to code or structural design.
- Maintains records and files associated with plan review process, problems and permits; prepares periodic reports and conducts surveys as required.
- Responds to requests for information; provides technical information to City staff as authorized; provides assistance to the public within scope of authority.
- Performs other duties as assigned or required.

SUPERVISION EXERCISED: None.

JOB DESCRIPTION
6105 Plans Examiner.doc

MINIMUM QUALIFICATIONS:

Education and Experience:

High School Diploma or GED equivalent, five (5) year's experience as a building inspector.

Necessary Knowledge, Skills and Abilities:

- Knowledge of City policies and procedures.
- Knowledge of the principles and practices of the construction industry and building trades.
- Knowledge of Federal, state and local building, zoning, housing and safety laws, rules ordinances, codes and regulations.
- Knowledge of Uniform Building Code, National Electric Code, Arizona Uniform Plumbing Code, Uniform Mechanical Code, and related state and local regulations.
- Knowledge of structural principles and practices applicable to residential and commercial buildings.
- Knowledge of building construction methods and materials.
- Knowledge of the principles of record keeping and records management.

- Skill in reading and interpreting complex plans and specifications, and communicating technical requirements to architects, engineers, contractors, developers and the general public.
- Skill in interpreting and applying statutes, rules, ordinances, codes and regulations.
- Skill in planning, prioritizing and scheduling multiple tasks, projects and demands.
- Skill in assessing, analyzing, identifying and recommending solutions to problems.
- Skill in establishing and maintaining cooperative working relationships with employees, officials, other agencies and the general public.
- Skill in operating a personal computer utilizing a variety of business software.
- Skill in following and effectively communicating verbal and written instructions.

Special Requirements: International Code Council (ICC) Plans Examiner certification required; depending on the needs of the City, some incumbents in this job class may be required to obtain additional technical certifications.

Physical Demands / Work Environment: Standard office environment.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as needed.