

## CITY OF SPOKANE VALLEY POSITION DESCRIPTION

Class Title: Plans Examiner  
Department: Community Development  
Division: Building  
Date: May 28, 2010

Job Code Number: 365  
Grade Number: 14  
FLSA Status: Non Exempt  
Location: City Hall

### GENERAL PURPOSE

Performs a variety of routine and complex technical work in the review and approval of building plans.

### SUPERVISION RECEIVED

Works under the general supervision of the Senior Plans Examiner

### SUPERVISION EXERCISED

None. May serve as a lead person for permit technicians or clerical staff as assigned.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

Reviews current trends and developments in the field of construction, and prepares revisions to codes, ordinances and local regulations. Examines building proposals of all types to determine compliance with code requirements and related regulations.

Explains, interprets, and provides guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties; Answers questions regarding building codes and requirements.

Reviews and evaluates proposed building plans and specifications blueprints to insure that proposed construction complies with building, plumbing, mechanical, fire, environmental, flood hazard, design, energy, barrier free requirements, grading, filling and related codes.

Applies valuations and permit costs for new projects based on codes, regulations and policies.

Coordinates activities with building official, inspectors, planners, engineers, fire inspectors and other agency staff.

Performs research on codes and ordinances as assigned to evaluate and recommend improvements to codes and ordinances. Researches problems and complaints regarding commercial and residential buildings, building construction and code compliance. Responds to complex and sensitive building issues. Resolves complex and sensitive customer service issues,

either personally, by telephone or in writing. Maintains records and documents of customer service issues and resolutions.

Coordinates plan reviews, inspections, and enforcement actions.

Maintains complete and accurate records of approved plans.

#### PERIPHERAL DUTIES

Performs heat loss calculations on residences qualified for weatherization assistance; administers weatherization and energy conservation programs.

Performs the duties of a building, mechanical, plumbing, or other inspector, as qualified and required.

#### DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

(A) Graduation from a standard senior high school or GED equivalent, supplemented by two (2) years of post-secondary college or technical instruction in building technology, construction management, mechanical, plumbing or building construction; and

(B) Two (2) years of experience in building inspection, plan review, general construction or related fields; or

(C) An equivalent combination of education and experience May be considered.

Necessary knowledge, Skills and Abilities:

(A) Thorough knowledge of state adopted codes and local amendment and a broad knowledge of carpentry; electrical, concrete, mechanical, or plumbing work, and skill in applying knowledge of national uniform building codes; working knowledge of zoning and land use regulations;

(B) Skill in the operation of the listed equipment; and

(C) Ability to establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public; ability to read and understand complicated plans and blueprints; ability to communicate effectively orally and in writing;

#### Customer Service

A key value of the City is customer service. This position requires considerable knowledge, ability and skill in the principles and practices of excellent customer service as practiced in both

the private and public sectors. It requires the ability to effectively meet and deal with the public; the ability to handle stressful situations; the ability to greet and respond to customers in a friendly, pleasant and professional manner using appropriate inflection, grammar and syntax; the ability to establish and maintain effective working relationships with employees, supervisors, and the general public; the ability to maintain a professional, courteous, and pleasant demeanor in difficult and stressful situations; and the ability to diplomatically deal with difficult people. A willingness to expend extra effort to help the public find answers or information relative to their inquiry or complaint is expected.

## SPECIAL REQUIREMENTS

A valid Washington State driver's license, or ability to obtain one by start of employment. ICC certification as a plans examiner and/or equivalent legend certifications.

## TOOLS AND EQUIPMENT USED

Personal computer, including word processing and permitting software; calculator; pencil; ruler; copy machine; phone.

## PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Some outdoor work is required in the inspection of various land use developments, construction sites. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand; walk; talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to sit.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office, and moderate to loud in the field.

## SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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

Approval: \_\_\_\_\_  
Human Resources Manager

Approval: \_\_\_\_\_  
City Manager

Effective Date: May 28, 2010

Revision History: Established: May 13, 2003