

# CITY OF HELENA



**Position Title: Sr. Plan Examiner**

**Department: Community Development**

**Position #: 13616**

**Grade: 148**

**EEO Category: (05) Para-professional**

**FLSA: Non-exempt**

**EEO Function: (15) Other**

**Work Comp Code: 8743**

## **DEFINITION**

Under general direction, to plan, coordinate and to supervise the activities and day to day operations of the Plan Examination Section of the Building Division within the Community Development Department; performs a variety of complex technical work in the review and approval of building plans and in coordination of the duties and responsibilities of the position with the Field Inspection and Administrative Support Services sections, other city departments, outside agencies, and the design and contracting communities. Provides technical support to the Chief building Official.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Chief Building Official.

## **SUPERVISION EXERCISED**

Exercises direct supervision over Plans Examination Section staff; and of clerical functions on an as needed basis of the Administrative Support Services section.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Explains, interprets, answers questions and provides guidance regarding applicable building codes to architects, engineers, contractors, developers, owners and other interested parties; answers questions regarding zoning ordinance requirements; and accurately interprets land use data related to changes of use for existing structures encountered during plans examination; conducts on-site inspections related to plan examination of design proposals

Examines building design proposals of all types and reviews and evaluates proposed building plans and specifications to insure that the construction as proposed complies with building, electrical, plumbing, mechanical, fire, environmental, flood hazard, energy, barrier-free design requirements, landscape and grading or filling code requirements and related regulations; evaluates and makes recommendation on acceptability of new building products and technologies to the Chief Building Official.

Oversees section training on city policies and procedure; establishes and evaluates completion of daily work assignments of section staff; supervises full-time and part-time plans examination staff and coordinates section activities with field inspection and administrative staff, city planning and engineering personnel, fire department inspectors, other agency staff and the public. Conducts performance appraisals; sets goals and objectives for section, evaluates performance as to timeliness, effectiveness and consistency and reports to the Chief Building Official.

Maintains complete and accurate records of approved plans, reviews and correspondence; conducts ongoing operational review of policies and processes; develops forms, training programs and review aids as needed for improved service delivery; participates and represents division on various internal committees and at external functions; makes programmatic recommendations for section with analysis of fiscal impacts and improvements in level of service to the Chief Building Official.

**Important & Essential Duties cont.:**

Serves in an administrative capacity as acting building official in the absence or incapacitation of the Chief Building Official; performs the duties of a building, mechanical, plumbing, or electrical inspector, as qualified and required.

**OTHER JOB RELATED DUTIES**

Performs other duties as assigned.

**SAFETY RELATED DUTIES:**

Abide by the City of Helena and department/division work practices established for specific job assignments and occupations.

Report occupational injuries, illnesses and near misses immediately to their supervisor. Follow supervisor instructions for obtaining first aid and/or medical attention. Participate in accident investigations as requested by the supervisor.

Participate fully in safety training. Suggest improvements in safety training requirements or programs to the supervisor or the safety committee.

Identify unsafe work conditions and unsafe practices. Correct hazards or report them to the supervisor or safety committee as appropriate.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Thorough knowledge of International Building Codes and electrical codes, plumbing codes, mechanical codes, general construction codes, and a thorough knowledge of carpentry;

Working knowledge of electrical, carpentry, cement, mechanical, or plumbing work, and skill in applying knowledge of national uniform building codes, zoning and land use regulations.

Engineering principles related to structural, civil and soils issues commensurate with professional licensure and continuing education as an architect or engineer; and as developed or obtained from ICC professional certification as a Plans Examiner.

Graphic symbolism and architectural nomenclature required to accurately and efficiently read, analyze, and review various types of building plans, specifications and contract documents and prepare concise summaries and reports of code violations, construction deficiencies and necessary modifications or corrections for design professional, developers, contractors, and owners.

General zoning and land use regulation; general planning processes related to land-use matters; and public works and engineering standards for utility development and streets criteria.

General building division administrative and operational procedures, special-reporting requirements, budget and accounting practices, claims and purchase order processes.

**Skill to:**

Operate modern office equipment.

Safely operate a motor vehicle as needed; and radio-communications system.

**Ability to:**

Establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public; to remain positive under busy working conditions.

Supervise staff, assist with evaluation and training and professional development.

Read and understand complicated plans and blueprints; ability to research property ownership and to determine the appropriateness of land use to a specific site and district; ability to evaluate impacts and make recommendations on the applicability of or need for land use variance process.

Listen effectively and respond accurately to requests for code interpretations; to communicate effectively both orally and in writing; to remain adaptable to changing circumstances and conditions in the workplace.

**Physical Demands & Work Environment**

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, see, hear, and lift up to 25 lbs. Ability to travel to different sites and locations.

General office environment with some outdoor exposure to cold, heat, noise, outdoors, mechanical hazards, and electrical hazards.

**Experience and Training Guidelines:**

*Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:*

**Experience:**

A bachelor or advanced degree in structural, civil, or a related architectural or engineering discipline,

Licensure as either an architect or professional engineer (in a building related discipline)

**Training:**

Four years of progressively more responsible work experience performing plan review functions for a code compliance regulatory agency;

Certification by a recognized professional association as a plans examiner or building inspector.

**License or Certificate:**

Must possess a valid drivers license with acceptable driving record at the time of hire and have the ability to obtain a valid MT drivers license within six months of hire.

**After reading this job description, as of this date would you require any accommodation to perform these duties?**

**YES or NO** (circle one)

**Employee's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Effective Date: June, 2006

Updated: November, 2008