

**GENERAL DESCRIPTION OF CLASS**

The PLANS EXAMINER 1 examines construction plans, blue prints, architectural drawings, designs, and other documents for compliance with complex building, mechanical, plumbing, and fire protection codes. The PLANS EXAMINER 2 provides guidance and counsel on code interpretation and advice and problem-solving assistance on technical or problematic issues to agency staff and inspectors, building departments, fire department, architects, and engineers and public throughout the State.

**DISTINGUISHING FEATURES**

This position is the first level of a two-level series. Plan review at this level is in the broad area of plan review covering all structures. This class is distinguished from the higher level by the absence of responsibility and authority for challenging engineering designs.

**DUTIES AND RESPONSIBILITIES**

The duties listed below are not inclusive but characteristic of the type and level of work associated with this class. Individual positions may perform all or some combination of the duties listed below as well as other related duties.

**1. Plan Review**

Read and study construction plans, blue prints, architectural drawings, and specifications for all types of structures including public assembly and educational institutions, commercial, industrial, and multi-family structures and one and two family dwellings. Compare plans with codes, laws, rules, and regulations to verifying appropriate mechanical design, hazardous material storage, construction type, exiting, fire protection, light, ventilation, and sanitation, energy conservation, disabled access, mechanical equipment, and appropriate use of all types of construction materials.

Research statutes, rules, codes, interpretations, standards, manufacturers' literature, testing agency reports, and other documentation ensuring accurate code application.

**2. Education and Information**

Provide interpretation, advice, and technical assistance to architects, engineers, city/county officials, and the public.

**3. Enforcement**

Analyze information from the plans review process and compare with applicable codes, laws, rules, and regulations to determine if safety and code requirements have been met.

Approve plans as submitted, or identify violations and write reports describing areas of noncompliance.

**4. Investigations**

Investigate potential violations of architectural designs reported by the industry or public to determine whether regulations and statutes have been violated, accumulate evidence pertaining to investigations, and appear as court witness when necessary.

#### **5. Inspection**

Perform occasional on-site, in-plant, or other inspections determining code compliance and ensuring that structures and installations meet engineering, architectural, and mechanical standards for public health and safety.

#### **RELATIONSHIPS WITH OTHERS**

Employees in this class meet with business managers and owners, homeowners, architects, engineers, and the general public in person, by telephone, and through written correspondence, providing code and regulation interpretations on designs, receiving and resolving complaints, and making recommendations. Employees interface with code specialists for code and statute interpretation.

#### **SUPERVISION RECEIVED**

Employees in the class receive work assignments and general direction through periodic contact by telephone and in person with the lead worker or supervisor. Work is reviewed by the lead worker or supervisor by reading daily reports, compliance reports, reviewing permit and license activity, occasional observations, occasional communication with the industry being served, and by spot-checking inspections for accuracy. The supervisor conducts a formal evaluation of the work at least annually through the performance appraisal process.

Work performed by employees in this class is governed by State and Federal laws, rules, regulations, and codes governing structural, mechanical, and plans review.

#### **GENERAL INFORMATION**

Employees in this class work primarily in an office environment at a drafting table. Occasional inspections will require the Plans Examiner to walk through, climb over, and crawl under structures, and travel within assigned geographic areas in various weather conditions.

**KNOWLEDGE AND SKILLS (KS)**

- Extensive knowledge of theory, principles, and practices of design and plan review.
  - Extensive knowledge of theory, principles, and practices of structural and mechanical design.
  - Extensive knowledge of theory, principles, and practices of fire protection systems.
  - General knowledge of laws, codes, and regulations governing various structural and mechanical areas.
  - General knowledge of laws, codes, and regulations regarding fire protection.
  - General knowledge of laws, codes, and regulations regarding energy conservation.
  - General knowledge of laws, codes, and regulations regarding architectural barriers and disabled accesses.
  - General knowledge of laws, codes, and regulations regarding fire and life safety requirements.
  - General knowledge of laws, codes, and regulations regarding interpretation.
  - General knowledge of laws, codes, and regulations regarding construction using a variety of materials.
  - General knowledge of accessibility and usability for the physically handicapped (ANSI).
  - General knowledge of construction terminology.
  - General knowledge of listed products and ICBO reference reports.
  - Basic knowledge of laws, codes, and regulations governing plan review.
  - Basic knowledge of various reference documents and other information sources.
- Skill in applying knowledge of the codes, regulations, principles, and practices of the building construction industry to on-site application.
- Skill in recognizing noncompliance, functional, and procedural irregularities in design and in application.
- Skill in reading and interpreting plans, diagrams, and specifications relating to construction disciplines.
- Skill in communicating orally and in writing the codes and regulations dealing with the building construction industry.
- Skill in organizing and prioritizing workload.
  - Skill in mathematics, including algebra, trigonometry, and geometry.
  - Skill in reviewing structural engineering calculations.
- Skill in maintaining records, compiling data, and consolidating notes and observations into a final report.
- Skill in using calculators, gauges, and special tools.
  - Skill in writing technical narrative reports
  - Skill in gathering, analyzing, and evaluating facts to determine appropriate action.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. Some duties performed by positions in this class may require different KS's. No attempt is made to describe every KS required for **all** positions in this class. Additional KS requirements will be explained on the recruiting announcement.

Adopted 11/92

Revised