

Job Title: Building Plans Examiner I
Department: Community Development
Reports To: Building Plans Examiner Supervisor
Open Date: May 9, 2018
Close Date: Open Until Filled
Hiring Range: \$18.26 - \$23.32 per hour, DOE
Salary Range: \$18.26 - \$27.38 per hour, DOE

Job Summary:

Performs comprehensive Residential building plan reviews on every residential project, alteration or remodel submitted to the City of Meridian. Verify through plan review, plan review corrections and re-submittal that all project submittals meet the minimum life safety compliance of the adopted codes and other resources and reference materials as adopted by the City of Meridian prior to permit issuance. Plan review shall include, but not be limited to, determination of a legal parcel, site setback and easement verification, fire separation requirements, energy (Rescheck), re-submittals and compliance for any and all residential building projects and applications received by the City of Meridian. Incumbent will utilize several tools such as enterprise software, building plan review software and plan review checklists. Incumbent shall provide written plan review reports to applicants and design professionals to ensure accuracy and consistency of all plan reviews. Performs plan review of all resubmittal requests to verify that identified deficiencies have been corrected prior to final approval. Prepares plans and documentation for issuance of building permits. Incumbent works independently within a scheduled routine receiving general direction and supervision from the Building Plans Examiner Supervisor.

Essential Duties & Responsibilities:

Performs plan reviews on residential construction plans, and specifications for new one and two-family dwellings and townhouses, building additions, and building alterations for residential buildings to verify compliance with the International Residential Codes, International Energy Conservation Code, floodplain codes, Planning codes and ordinances as adopted by the City of Meridian.

Provides primary front counter assistance and guidance through the City's permitting and inspection processes to customers including contractors, home owners and citizens.

Responds to questions about residential building codes. Provides building code interpretations and technical advice orally, graphically, and in writing. Explains the building permit review processes to a diverse range of people including architects, engineers, developers, building inspectors, and non-technical people with a varying range of expertise. Resolves conflicts and communicates options for code compliance.

Schedules and leads meetings to answer questions and facilitate services for residential projects.

Provides frequent technical support, direction, and mentoring to the building permit counter customers.

Collaborates with building inspectors on plan submittals and plan changes after permit issuance.

Works with building inspection staff, contractors and design professionals after the permit has been issued to resolve code issues encountered during construction.

Ability to handle a large volume of submittals and customer service, foresee and resolve conflict at a high level, prioritize tasks, effectively prioritize workload to minimize complaints and maximize efficiency, read and interpret residential building plans and specifications.

Evaluate structural engineering reports and calculations, perform general math calculations, interpret adopted codes, explain technical information and code requirements by oral, written and graphic means create and provide training and technical support to others, work cooperatively with management and the Building Official to resolve complex issues.

Incumbent may review submitted certificates of valuation for projects.

Utilize the city's enterprise software, and provide data entry and comments related to plan review workflows. Every time a plan review is delayed and a resubmittal is requested the building plan reviewer shall add comments to the system so City staff is aware of the resubmittal request.

Communicate effectively at a level necessary for efficient job performance.

Complete assignments in a timely fashion and recommend process enhancement for faster timeline to permit.

Will perform over-the-counter reviews and approvals at times based on management direction.

Collaborates with other plan reviewers and inspectors on all deferred plan submittals and plan modifications received by the City.

Reviews and recommends changes to the local amendments when preparing for adoption of new codes. Collaborates with the building official and other city personnel to confirm final project approvals as needed, before the certificate of occupancy is issued.

Attends code training and code update seminars to stay current with code changes through the International Code Council (ICC).

Maintains continuing education units for International Code Council certifications.

Handles sensitive and delicate situations with a high degree of confidentiality and in a courteous, professional, and timely manner.

Prioritizes and organizes own work to meet deadlines; Works independently and under the direction of the Building Plans Examiner Supervisor.

Operate office equipment, e.g., photocopier, facsimile machine. Perform general office duties like document scanning and other administrative tasks associated with the position. Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

Assist City in enforcing appropriate ordinances related to land use, Flood Damage Prevention Ordinance, building sites, and building uses.

Provide plan review comments, redlines, re-submittal requests and other correspondence via email to design professional of record and archive in the location specified by City.

Stamp the electronic or hardcopy plan set(s) with appropriate language to signify approval or rejection.

Attend meetings, provide support, training, and input related to a future electronic plan submittal program that includes an electronic document review program.

Job Specifications:

Ability to communicate effectively with people who are angry, hostile or confused. Maintain composure and exercise sound judgment in adverse conditions.

Work independently with limited oversight from supervisor and complete assignments in a timely fashion. Read and interpret building plans.

Develop innovative and equitable solutions to complicated code issues.

Ability to interpret and effectively explain residential building code requirements, relevant standards and problems with architectural and structural plans to other city staff, owners, contractors, building tenants and designers.

Operate City required software including plan review, word processing, permit tracking, email and internet related programs.

Individuals must be capable of operating vehicles safely and have an acceptable driving record.

Working Knowledge of:

Possess current word processing, database, email, and internet computer software application knowledge.

Knowledge of local ordinance amendments and codes; construction materials and properties; construction trade and common practices; time management principles and advanced customer service principles.

Extensive knowledge of the International Residential Code (IRC); International Energy Conservation Code (IECC); and referenced standards; code development and ordinance development processes; design practices and construction methods of materials for residential structures.

Ability to:

Establish and maintain effective working relationships with other employees and the public in a professional and positive manner.

Display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations.

Be a team player with an open mind and willingness to adapt to different situations.

Monitor legislation and technical developments that may affect the building industry. This shall include, but not be limited to attending meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments.

Licensing and Other Requirements:

High school diploma or GED.

One to three years of experience performing residential plan review is required.

Certification as a Residential Building Plans Examiner by the International Code Council (ICC) is required.

Valid Idaho driver's license.

Other Desirable Training:

International Code Council (ICC) Residential Energy Plans Examiner within 12 months of employment is desired.

Work towards obtaining International Code Council (ICC) Building Plans Examiner certification in the future.

Work Environment and Physical Demands:

The work environment will include inside conditions, outdoor weather conditions, and extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter.

Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards.

Hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations and temporary safety installations.

Lifting/carrying up to 10 lbs., occasionally lifting/carrying up to 35 lbs.

Pushing/pulling up to 10 lbs., occasionally pushing/pulling up to 35 lbs.

Sensory ability to talk, hear, touch and feel.

Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance. Position requires hand/finger dexterity.

Travel Requirements:

Local travel is required using city-owned vehicles.

Must possess and maintain a valid Idaho driver's license and have a safe driving record.

