

Job Title: Electrical Plans Examiner
Department: Community Development
Reports To: Plan Review Supervisor
Open Date: May 9, 2018
Close Date: Open Until Filled
Hiring Range: \$20.09 - \$25.66 per hour, DOE
Salary Range: \$20.09 - \$30.12 per hour, DOE

Job Summary:

Performs comprehensive electrical plan reviews, on every commercial and 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 National Electrical 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 any and all building electrical projects and electrical applications received by the City of Meridian. Incumbent will utilize several tools such as enterprise software, 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 electrical plan review of all resubmittal and plan modifications to verify that identified deficiencies have been corrected prior to final approval. Prepares plans and documents for issuance of permits. Trains and provides technical support to other electrical plans examiner staff and electrical inspectors. Incumbent works independently within a scheduled routine receiving general direction and supervision from the Building Plans Examiner Supervisor.

Essential Duties & Responsibilities:

Responds to questions about electrical codes. Provides electrical code interpretations and technical advice orally, graphically, and in writing. Explains the electrical 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 service.

Schedules and leads consulting meetings with applicants for projects of varying complexity and economic impact to verify completeness of permit applications and construction documents to accept projects into the review system for review.

Schedules and leads electrical related meetings for large complex projects. Communicates code requirements, design issues, and permit processes to applicants in a large meeting environment.

Works cooperatively with internal staff, Building Official and applicants to accommodate scheduling needs and assisting in developing phased permitting strategies.

Schedules and leads plan review meetings with other team members and inspectors for code changes and code updates as needed.

Provides frequent technical support, direction, and mentoring to the electrical inspection staff and 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 complex commercial and residential building plans and specifications.

Evaluate electrical 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 to resolve complex issues. This includes consulting with outside testing agencies.

May review submitted electrical certificates of valuation for projects to ensure accurate electrical valuation.

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 electrical 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.

Creates and facilitates internal training sessions for plans examiner staff. Assists the Building Plans Examiner Supervisor in evaluating and assigning work to other plan review staff.

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

Reviews and assists applicants to prepare acceptable alternate code requests or modifications to adopted building codes.

May propose, research, draft, new policy and standard operating procedures (SOP) for building services related to residential and commercial electrical construction.

Reviews and recommends changes to the local amendments when preparing for adoption of new codes. Develop and maintain electrical plan review checklists for the department.

Serves as a primary point of contact for code collaboration, code interpretation, and customer service.

Collaborates with the building official and other city personnel to confirm final project approvals as needed, before the certificate of occupancy is issued.

May serve on committees and attend meetings for process improvement.

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

Maintains continuing education units for ICC and IAEI certifications.

Assists Building Official with legal and enforcement issues as requested.

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.

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:

Requires three to five years prior experience as an electrical plans examiner.

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 and commercial electrical 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 National Electrical Code (NEC) and referenced standards; code development and ordinance development processes; design practices and construction methods of materials for residential and non-residential structures; historical building code application and correlation to current construction practices.

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.

Provide and display team leadership and mentoring at all times.

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.

Other Desirable Training:

Bachelor's degree in electrical engineering, or related field desired.

Certifications such as Residential Electrical Inspector and Commercial Electrical Inspector is desired.

Licensing and Other Requirements:

Valid State of Idaho driver's license.

High School Diploma or GED.

Three to five years of experience as a commercial electrical plans examiner and/or electrical engineer.

Certification as an Electrical Plans Examiner by the International Code Council (ICC) and/or the International Association of Electrical Inspectors (IAEI) is required at the time of hire.

Idaho Electrical Journeyman within 12 months.

Work Environment and Physical Demands:

The work environment will include primarily inside conditions and occasional 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.