

Plans Reviewer



General Summary of Classification:

Reviews permit applications and construction documents for the construction, alteration, repair and change of use of public and private buildings and structures within Henrico County for compliance with various State, County, and national regulations and codes; does related work as required. Class applies to multiple specific disciplines (structural, mechanical, electrical, plumbing and gas, etc.) in reviewing plans for residential, commercial, industrial, and multi-family construction projects. Incumbents in this class works closely with architects, engineers, and contractors in plans review and in resolving problems.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Reviews plumbing and gas, electrical, structural, fire protection and safety systems, and/or mechanical components of construction plans of proposed commercial, industrial, and multi-family construction projects for compliance with State, County and national codes;
- Serves as subject matter expert providing policy interpretation and technical assistance on project issues for County agencies, the County Board, engineers, residents, developers, contractors, and other stakeholders involved in projects;
- Advises architects, engineers, contractors, and inspectors of plan revisions required for compliance with applicable codes and standards, and reviews revised plans for compliance with all applicable policies, regulations, and building codes;
- Approves and stamps construction plans and permit applications, and maintains accurate records and report preparation;
- Occasionally makes field inspections of assigned commercial, industrial, and multi-family construction projects, including the more complex construction projects, to ensure projects are completed in accordance with applicable codes, standards and approved specifications, providing corrective action guidance as needed and follows up to ensure appropriate resolution is implemented;
- Reviews and interprets proposed and newly adopted code, policy and regulation changes, and may write and submit proposed code changes;
- Relays information gleaned from staff meetings, trainings, and/or trade conferences on changes to, new interpretations of, or field specialty best practices regarding policy, codes, and professional standards;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Considerable knowledge of the codes that relate to the area reviewed; considerable knowledge of the methods and practices of commercial, industrial, and multi-family construction; ability to devise new or revise codes as changing conditions warrant; strong working knowledge of engineering principles and construction industry best practices, good professional judgment.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications, and various wireless technologies and peripherals for communications and to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Ability to effect and maintain good working relationships with employees, contractors, architects, engineers, and the public; ; consistently communicates clearly and accurately (verbally and written); interacts professionally; excellent collaborative skills; works well independently and as part of a team;
- **Decision-making and Authority:** Provides accurate and viable construction and/or specialty guidance and findings to department head, staff, and/or external customers regarding plans inspection findings; ensures all plans reviewed comply with applicable policies, regulations, and codes.
- **Leadership:** Non-supervisory.
- **Environment:** Typically works in an office setting; may be required to occasionally make periodic field and site inspections.
- **Physical:** Visual, hearing, and verbal acuity sufficient to engage in effective collaborations, required communications, and detailed plans inspection. Physical ability sufficient to perform assigned duties.

Minimum Education and Experience:

Education: Graduation from high school or GED, bachelor's degree in engineering, construction, or related field preferred;

Experience: Five (5) years of related experience, including the interpretation and enforcement of codes;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills, and abilities.

Other Requirements (License, Certifications, Training, etc.):

- May require a valid driver's license to perform assigned duties at various job-related locations.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.
- Certifications as a Commercial Building Plans Examiner and Commercial Building Inspector in accordance with the Virginia Certification Standards (VCS) administered by the VA Department of Housing and Community Development.
- Additional certifications may be required based on duties assigned to the position or revision to the VCS.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.