

CLASS SPECIFICATION FOR
Inspections Plans Reviewer

GENERAL STATEMENT OF DUTIES: Reviews building construction plans for compliance with various State, County and national codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An incumbent in this class is assigned specific specialty areas in reviewing construction plans such as plumbing and mechanical, electrical, etc. Plans reviewed are for commercial, industrial and multi-family construction as opposed to the more routine single-family construction. This class works closely with architects, engineers and contractors in plans review and in resolving problems. Work is performed under the supervision of the Senior Plans Review Engineer.

EXAMPLES OF WORK (illustrative only):

- Reviews plumbing and construction plans of proposed commercial, industrial, and multi-family construction for compliance with State, County and national codes;
- Writes and furnishes code violations to building plans reviewer;
- Reviews revised plans to ensure that they have been brought in compliance with the plumbing code;
- Interprets various codes for County personnel and outside architects, engineers and contractors;
- Approves and stamps construction plans and permit applications;
- Occasionally makes periodic field inspections;
- Writes and submits proposed code changes;
- Attends staff meetings and briefs employees on changes or new interpretations of the codes;
- Keeps records, prepares reports;
- Attends meetings of trade associations;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: 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 revised codes as changing conditions warrant; ability to effect and maintain good working relationships with employees, contractors, architects, engineers and the public; good professional judgment.

MINIMUM EDUCATION AND EXPERIENCE: Graduation from high school and five (5) years of related experience, including the interpretation and enforcement of codes; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must be certified in trade field in accordance with the certification program of the Department of Housing and Community Development within three (3) years of date of employment. Shall participate in additional/ongoing training as mandated by the Department of Housing and Community Development.