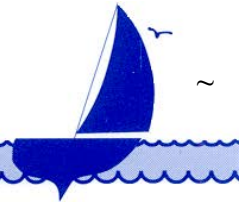




City of Des Moines, Washington JOB DESCRIPTION



PLANS EXAMINER I, II, III Regular, Full-time

Salary Grade: G-22
FLSA Status: Overtime Eligible

Union Status: Non-represented
EEO Category: Skilled Craft

***Salary to be commensurate with the qualifications of the successful candidate. Those that place higher in the series would be assigned more complex and technical assignments.**

Plans Examiner I \$6065 monthly to \$7371 monthly/=meets minimum qualifications of two years of college level work and two years of experience of general building construction.

Plans Examiner II \$6308 monthly to \$7667 monthly/=meets minimum qualifications, has at least three years of experience as a building inspector or plans examiner in a public or private agency and possesses ICC or ICBO certifications at time of hire.

Plans Examiner III \$6560 monthly to \$7974 monthly= meets minimum qualifications has at least four years of experience as a building inspector or plans examiner in a public or private agency, and possesses ICC or ICBO certifications at time of hire.

Nature of Work

Under the general supervision of the Building Official this position performs reviews of building, mechanical, and plumbing plans for complex commercial and residential buildings; inspects construction sites, installation methods and materials, and construction details of commercial, multifamily and single-family structures to verify compliance with standards, codes and regulations; examines construction drawings and specifications; provides information concerning construction codes and requirements. Performs skilled inspections in the enforcement of building, zoning, mechanical, plumbing, housing and related codes and regulations governing the construction, alteration, repair and use of buildings and structures. Additional duties include providing technical assistance to architects, researching complicated code issues, and responsibility for large commercial or mixed-use projects. Creative thinking is used in solving problems involving varied levels of complexity, and ambiguity. Performs other related duties as required.

Distinguishing Characteristics

Plans Examiner I- is the entry/training level of the professional Plans Examiner job series, distinguished from Plans Examiner II and III by the lesser degree of responsibility and limited independence. Employees work under immediate supervision while learning job tasks. As part of training and development, may perform Plans Examiner II tasks with oversight and managerial approval.

Plans Examiner II- is the journey level of the professional Plans Examiner series. Work is distinguished from Plans Examiner I by a higher degree of independent functioning and judgment as well as a greater depth of responsibility. Employees receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit.

Positions in this class are flexibly staffed and are normally filled by advancement from the Plans Examiner I level. As part of training and development, may perform Plans Examiner III tasks with oversight and managerial approval. This level is distinguished from the Plans Examiner III by experience, knowledge, and overall responsibility.

Plans Examiner III- is the advanced level of the professional Plans Examiner series. Incumbents perform plan examinations of a complex nature and are considered technical experts in areas related to building, mechanical, plumbing, and the Des Moines Municipal Code. Positions in this class independently perform advanced plans work characterized by an emphasis on assignments of a highly responsible and complex nature. In addition, positions may serve in a technical leadership capacity in relation to Building Inspectors. This may involve serving as a mentor, sharing expertise, knowledge, work products, and experiences with co-workers and staff to promote effective teamwork and efficient and consistent building inspection and plan review processes and decisions.

Essential Functions:

- Review all types of permits for commercial, single family and multifamily dwellings including new construction, additions, remodels, and grading/site development for completeness of information, reviews the plans for conformance with various City codes, identifies plan discrepancies with established building and/or site development codes and regulations, and establishes criteria for correcting non-compliance of codes before building permits are issued. Reviews may also include cell towers, retaining walls, platforms, and other structures not associated with a building.
- Communicates additional application needs to applicants as needed, and coordinates plan submittals for permits with the inspectors, land use administration planners, and/or other divisions and departments.
- Participates in pre-application and pre-construction meetings as required.
- Provides information to architects, engineers and the public regarding code compliance and plan corrections.
- Serves as liaison with other departments and/or divisions as necessary regarding code compliance.
- Examine pre-permit plans to determine compliance with construction codes for residential structures.
- Coordinate communication and activities with other City departments and personnel, various governmental and private agencies, contractors, engineers, building owners and the public; interpret and explain regulations and codes to owners, tenants, contractors and others.

Additional Functions

- Provides support for Emergency Operations Center during disaster response.
- Assists and advises the public in matters related to code requirements. Assists contractors, architects, engineers, building owners or tenants, and City staff from other divisions and departments with code or inspection-related questions or problems. Meets and/or corresponds with contractors, engineers, public utilities, and architects to ensure code application is clear, all pre-construction problems are corrected, and ensure project coordination. Prepares and maintains all necessary paperwork and case reports.
- Serves as a mentor, sharing expertise, knowledge, work products, and experiences with co-workers and staff to promote effective teamwork and efficient and consistent building inspection and plan review processes and decisions.
- Provides lead work direction and training to assigned staff performing on-site inspections of the more complex residential and commercial, mechanical, plumbing, and building construction for compliance with approved plans, specifications and applicable local, state, and national codes, regulations and standards governing construction, alteration, and repair of buildings.
- Establishes and maintains cooperative, effective working relationships with co-workers, other City employees, and the general public using principles of good customer service.
- Reports for scheduled work with regular, reliable and punctual attendance.

- Performs other duties as assigned, including but not limited to being assigned to work in other functional areas to cover absences or relief, equalize peak work periods, or balance the workload.
- May be asked to perform occasional on-site inspections of residential and commercial mechanical, plumbing, and building construction for compliance with approved plans, specifications and applicable local, state, and national codes, regulations and standards governing construction, alteration, and repair of buildings. Reviews plans and specifications in preparation for conducting inspection.

Necessary Knowledge, Skills, and Abilities

Knowledge of:

- International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), State and Local Construction Codes.
- Plan methods, procedures, and techniques; construction procedures and methods; field inspection methods, procedures, report preparation and records maintenance procedures, oral and written communication skills, technical knowledge of specific systems to be inspected.
- Principles of engineering and/or architecture related to design and construction.
- Construction codes and regulations.
- Interpersonal skills employing tact, patience, and courtesy.
- Health and safety regulations.

Ability to:

- Interpret, apply and explain codes, rules, regulations, policies and procedures.
- Verify compliance with assigned building codes and City ordinances.
- Perform occasional field inspections of facilities under construction or alteration.
- Operate computer equipment to maintain inspection records and generate notices and other written materials.
- Work and communicate effectively with the public, contractors, developers and co-workers.
- Resolve conflicts in a positive manner.
- Read and interpret codes and plans.
- Work independently with little direct supervision.
- Organize and maintain accurate records.
- Prepare clear and concise correspondence and written materials.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Observe legal and defensive driving practices.
- Relate to other people beyond giving and receiving instructions.

Minimum Education and Experience Requirements

Plans Examiner I Requirements:

- Two years of college level work (or equivalent) in building technology or related field; and
- Two years of experience in general building construction.
- Experience as a Building Inspector or Plans Examiner in a public agency may be substituted for the education requirement on a year for year basis.
- ICBO or ICC certification may be substituted for the education experience at the rate of two certifications per year of education.

Plans Examiner II Requirements:

- All of the above Plans Examiner requirements; and
- Three years of experience as a Building Inspector or Plans Examiner in a public or private agency.
- Possesses ICC or ICBO certifications at time of hire.

Plans Examiner III Requirements:

- All of the above Plans Examiner requirements; and
- Four Years of experience as a Building Inspector or Plans Examiner in a public or private agency.
- Possesses ICC or ICBO certifications at time of hire.
- Experience with complex commercial and mixed use construction projects is desired.

Special Requirements

- Must possess a valid ICC certification as a Building Plans Examiner (B3) and Building Inspector (B2), and maintain such certification throughout employment.
- Possess a valid ICC Combination Inspector (C8) certification, or ability to obtain this certification within 24 months.
- Successful completion of a criminal history and background check.
- Possession of or the ability to obtain, and maintain throughout employment, a valid Washington State driver's license.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Environment: Outdoor and indoor work environment; subject to driving a vehicle to conduct work. Outdoor environment can include uneven and unstable walking surfaces, tripping hazards, and inclement weather conditions. Hand-eye coordination and fine-manipulation skills are necessary to operate computers and a variety of office machinery.
- Physical Abilities: Climbing ladders and working at heights on sloped surfaces; walking, kneeling, standing, or crouching; hearing and speaking to exchange information, and occasionally lifting objects up to 50 pounds.
- Hazards: Working on or around heavy equipment, ladders, and scaffolding; exposure to various chemicals, fumes, odors and gases; tripping hazards from construction site debris and unstable walking surfaces; unrestrained animals; contact with dissatisfied or abusive individuals.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform certain functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice. Updated 2021.