

**JOB TITLE:** Building Plans Examiner

BCI/8

**DEPARTMENT:** Building and Codes

**JOB SUMMARY**

This position is responsible to check construction plans and supporting documentation for compliance with City-adopted building and technician codes, ordinances, department policies and regulations. Provides technical assistance to building staff, contractors and the public. Works with other departments in assuring compliance with City regulations.

**ESSENTIAL FUNCTIONS**

- Performs plan review of construction documents for commercial and residential projects including new construction, additions, remodels, tenant improvements and alterations for compliance with adopted codes, city ordinances, rules and regulations and applicable state codes.
- Performs building, plumbing, mechanical and electrical plan review.
- Performs pre-plan review and attends design review meetings.
- Provides information assistance to architects, engineers, contractors, homeowners and construction community with interpretation of adopted codes, ordinances, and applicable state laws.
- Assist the permit technicians at the building department front counter with plan review questions, code questions, and permitting questions.
- Track, log, and input plan review comments into building permitting system.
- Maintain and prepare plan review reporting in computer system.
- Basic computer skills with Microsoft Office.
- Attend and participate in meetings, attend code training and keep current with building trends, construction methods and digital plan review.
- Performs other related duties as assigned.

**KNOWLEDGE AND SKILL REQUIRED**

- Knowledge of applicable federal, state, and local statutes and departmental policies and procedures.
- Knowledge of International Building, Plumbing, and Mechanical Codes; International Residential Building Code, National Electrical Code, Swimming Pool and Spa Code; and International Energy Conservation Code and International Fuel Gas Code.
- Knowledge of the principles and practices of engineering and architecture.
- Skill in reviewing and interpreting plans, technical specifications, and reports.
- Skill in planning and organizing work.
- Skill in coordinating, managing and correlating data, including exercising judgment in determining time, place and sequence of operations and formulating operational strategy.
- Skill in driving an automobile.
- Skill in dealing with the public.
- Skill in maintaining records and preparing reports.
- Skill in making decisions accurately and rapidly.
- Skill in oral and written communication.

**SCOPE AND EFFECT**

The purpose of this position is to perform plan review of commercial and residential new construction, additions, remodels, tenant improvements, and alterations. Successful performance and supervision of subordinates contributes to the smooth operation of the department.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is typically performed in an office and in a stationary position at a desk or table. On occasion, the work will require the employee being outdoors. The employee uses equipment requiring a high degree of dexterity.

**SUPERVISORY CONTROLS:** This position reports directly to the Building and Codes Director.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over the Permit Technicians (2).

**MINIMUM QUALIFICATIONS**

- Associates Degree in Engineering, Architecture, Construction, or closely related field.
- ICC (International Code Council) Certification as Plans Examiner required.
- 3+ years of experience in plan review of commercial and residential construction.
- Possession of or ability to readily obtain a valid Driver's License issued by the State of Tennessee for the type of vehicle or equipment operated.
- Ability to use basic word and spreadsheet applications.

**FLSA Status:** Non-Exempt

**Pay Grade:** 17

**Disclaimer:** Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.