



CLASS SPECIFICATION

Class Code: 18700
Date Est: 12/2019
Last Rev:
Last Title Chg:
FLSA: non-exempt
Probation: 12 months

PLANS EXAMINER TRAINEE

DEFINITION

Under supervision, performs entry level technical work in the plan checking and review process of building permits; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

One year of experience in building and design, building construction, plan review, drafting or inspection. Possession of one or more of the International Code Council (ICC) certifications may substitute for the experience; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

Must possess the following International Code Council (ICC) certifications or recognized equivalent certifications within one year of appointment:

- Building Plans Examiner (B3)
- Residential Building Inspector (B1)

DISTINGUISHING CHARACTERISTICS

This is the entry and training level in the Plans Examiner series which provides for progression to the next level in the series upon meeting the requirements of the classification and recommendation of the appointing authority. Incumbents in this class are provided on-going supervision and training. As incumbents become more proficient, they work with a higher degree of independence. This class differs from Plans Examiner in that the latter is the full journey level responsible for performing the full range of professional plans examination duties.

SUPERVISION EXERCISED

Exercises no supervision.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Receive training from Plans Examiners on compliance with International Building Codes and associated national codes governing construction and alteration of buildings.

Assist in the review of construction plans, specifications and applications for building permits by checking parameters on building design, HVAC, plumbing, energy, accessibility, structural and fire ratings to ensure completeness and conformance with adopted building and safety codes

Provide support to Plans Examiners by researching codes, regulations and policies to assist in the plan review process.

Answer inquiries from the public, contractors, and interested agencies on the County's plan review process.

Participate in making recommendations and corrections to accomplish plan review objectives.

Track building permits and coordinate the plan review process with other departments and agencies; perform related data entry functions.

Compile information; prepare, proofread, maintain, and distribute various records and written documentation.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

International Building Codes and associated national codes governing construction and alteration of buildings.

Computer software specific to the department/division.

Ability to:

Read and understand technical drawings and specifications.

Understand industry illustrations and standards.

Perform complete plan checking and review.

Provide information or explain building codes and ordinances.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of building and construction plan review.

Basic concepts of the building permit process.

Ability to:

Read and interpret building plans, building codes, specifications, regulations, policies, and procedures.

Operate a computer and a variety of software packages.

Collect, verify and enter data; present information and data in report format.

Communicate effectively, both orally and in writing.

Establish, foster, and maintain effective and collaborative working relationships with all those contacted in the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to sit for extended periods. Ability to frequently stand, walk, stoop, and kneel. Ability to lift and move objects weighing up to 50 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.