San Juan County
Invites Applications for:
Plans Examiner

<table>
<thead>
<tr>
<th>Position:</th>
<th>Plans Examiner (Hired at level I or II, depending on qualifications.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Community Development</td>
</tr>
<tr>
<td>Type:</td>
<td>Regular, benefits, full-time (40 hours week), FLSA Non-Exempt</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>Plans Examiner I: Range H-8 ($23.49 - $30.50 per hour)</td>
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<tr>
<td></td>
<td>Starting pay will be $23.49 – $25.62 per hour, depending on qualifications.</td>
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<tr>
<td></td>
<td>Plans Examiner II: Range H-9 ($25.25 - $32.78 per hour)</td>
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<td></td>
<td>Starting pay will be $25.25 – $27.55 per hour, depending on qualifications.</td>
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<tr>
<td>Bargaining Unit:</td>
<td>Local 1849</td>
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<tr>
<td>Opening Date:</td>
<td>December 26, 2014</td>
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<tr>
<td>Closing Date:</td>
<td>Open until filled.</td>
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Submit Completed Applications to:
Human Resources, County Administration
350 Court Street, #5 (mailing address)
55 Second Street, Room 206 (office location)
Friday Harbor, WA 98250
FAX: (360) 370-5085

For information and application materials, contact:
www.sanjuanco.com or (360) 370-7402

EMPLOYMENT APPLICATION: An application form is required for all County job openings. It is important that you review the application form carefully. An incomplete application form may disqualify you. Applications will be accepted for current job openings only. If you are applying for more than one job opening, a separate application form is required for each position. Applicants may attach other information that will assist us in the review and selection process. Such information might include a cover letter, resume and/or references.

BENEFITS: The County provides a comprehensive benefits package with medical, dental and vision coverage for regular employees, and medical coverage for eligible dependents. Vacation accrual begins at eight (8) hours per month and increases with years of service. San Juan County’s holiday schedule recognizes eleven (11) days per year (one of which is a personal holiday). Sick leave is accrued at eight (8) hours per month. There is automatic enrollment in the Washington State retirement system. Leave benefits are pro-rated for part-time employees.

San Juan County is an Equal Opportunity Employer.
Please let us know if you need any accommodation to participate in the application process.
BASIC FUNCTIONS:

1. Performs detailed analysis and examination of commercial and residential building construction documents (plans, specifications, calculations, etc.) for compliance with adopted construction codes (including, but not limited to, building, fire, residential, plumbing, mechanical, fuel gas, ventilation and indoor air quality, and energy codes) and applicable State and local laws. Interprets maps, property descriptions and technical documents in conjunction with permit applications.

2. Reviews over-the-counter, small project and single trade building permits for compliance with County land use development codes, adopted construction codes and applicable State and local laws.

3. Facilitates San Juan County (SJC) Department of Community Development (DCD) permit processing. Ensures that submitted application documents are complete, accurate, and comply with SJC submittal requirements. Assists with gathering data and preparing information for decisions on building and land use permits. Prepares and issues plan review reports. Comments indicating either compliance or non-compliance with adopted construction codes and applicable State and local laws.

4. Verifies construction cost valuation and calculates applicable fees.

5. Assigns plan review to Building Inspectors and provides technical guidance as needed.

6. Provides technical assistance and research relating to the adopted construction and land use codes and applicable State and local laws.

7. Communicates with the public regarding permit processing and code requirements to assist building permit applicants. Facilitates communications for permit renewal and job progress.

8. Ensures permit and construction documents are maintained and archived in accordance with State retention standards.

9. Performs on-site inspections as a back-up building inspector, on an as needed basis, and prepares inspection reports indicating either compliance or non-compliance with the approved plans and applicable codes.

10. Work is performed under the supervision and technical guidance of the Deputy Director / Chief Building Official and under the general direction of the Director of the Community Development and Planning Department.

Level 1

1. Performs 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use plan reviews under technical guidance from the Chief Building Official.

2. Based on capacity and potential backlogs, may assign plan reviews to Building Inspectors and provides technical guidance as needed.

3. Inspects 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use projects on an as needed basis under technical guidance Inspector 2 or 3 and/or the Building Official.

Level 2

1. Performs 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use plan reviews.

2. Based on capacity and potential backlogs, may assign plan reviews to Building Inspectors and provides technical guidance as needed.

3. Inspects 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use projects on an as needed basis.
MINIMUM QUALIFICATIONS:

- Associates degree (Bachelors’ degree preferred) with some training or equivalent experience in review of construction plans or an equivalent combination of education, training, and experience that demonstrates the ability to perform the essential functions of the position.
- Must have a basic working knowledge of the adopted construction codes. Must be able to read and understand ordinances and construction documents including, but not limited to, site plans, construction plans, specifications, and engineering data and be able to perform basic structural calculations.
- Requires 2 years of construction experience.
- Requires excellent communication skills (listening, reading, comprehending, explaining, and writing), and requires basic computer operating skills including familiarity with Microsoft Word and Excel, and ability to use standard office equipment.
- Requires establishing and maintaining an effective working relationship with the public, DCD staff, and other County departments and divisions. Must be able to effectively work with the public, despite confrontational or adversarial situations. Requires the ability to respectfully, professionally, and actively participate in a diverse work group and to freely discuss code and administrative requirements, principles, policies, practices and procedures.
- Requires the ability to prioritize work load and to multi task. Requires the ability to work with minimal supervision and to make independent decisions in accordance with established policies in a consistent manner.
- Requires the ability to establish and maintain a high standard of ethical and professional conduct.
- Must possess or be able to obtain a Washington State Driver’s License.

Plans Examiner I:
The following Certifications are required. Where Certifications are not held they must be obtained within the specified time period:

- Permit Technician within 9 months of hire (ICC – 14)
- Residential Plans Examiner within 6 months of hire (ICC – R3)
- Commercial Building Plans Examiner within 12 months of hire (ICC-P1)

Plans Examiner II:
4 years’ experience as a Plans Examiner
The certifications required for Plans Examiner I plus:

- Residential Mechanical Inspector (ICC – M1)
- Residential Plumbing Inspector (ICC – P1)
- CECSL Storm Water Certification
- Accessibility Inspector/Plans Examiner for residential and commercial
PRINCIPAL DUTIES -- (Asterisk designates essential function):

1. *Provide technical assistance and research to persons inquiring about construction codes. Provide information to contractors, engineers, architects, property owners, business owners and general public at the counter, on the telephone, and via email regarding code requirements and the permit process.*
2. *Verify construction valuation and calculate permit fees. Submit documents for the processing of official permit cards.*
3. *Review over-the-counter Mechanical and Plumbing permit applications. Check for duplications and accuracy. Insure associated building is approved for mechanical and /or plumbing installations.*
4. *Under the technical guidance of the Building Official, review assigned permit applications and construction documents for compliance with applicable codes. Work with contractors, designers, engineers, architects, owner contractors, and owner builders at the counter and in the office to insure the plans and specifications are in compliance with applicable construction codes.*
5. *Approve construction documents for building permit issuance when the submitted information, and any required re-submittals, are determined to be in substantial compliance with the applicable code requirements. Redline construction documents for minor code-required revisions and/or to identify or clarify code requirements.*
6. *Maintain records and reports associated with the permit process. Maintain computer database for permit applications status. Provide information to the public as to the status of a permit application. Contact owners with old permits to facilitate completion of construction or initiate expiration of the permit.*
7. *Despite sometimes confrontational or adversarial situations, establish and maintain positive working relationships with property owners, professional architects, engineers, contractors, designers, the general public, managers, public officials, and fellow employees.*
8. *Interact with a variety of outside agencies and other departments to obtain information for projects.*
9. *Serve as the backup inspector for all phases of permitted residential and commercial construction projects, including issuing notices of correction and filing all associated paperwork.*
10. *Coordinate with Code Enforcement Officer and Fire Marshal to gain compliance with applicable codes and ordinances.*
11. *Assist in investigation and resolution of citizen complaints which may involve improper workmanship or problems including health, safety, or public nuisances.*
12. Back-up for and assist other staff members as needed to accomplish County and Departmental objectives.
13. *Acts within the scope of his or her responsibilities, working as a public employee and municipal officer with courtesy and professionalism, and adhering to the highest standard of ethics in accordance with RCW 42.52.*
14. Other related duties as assigned.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the County as the needs of the County and requirements of the job change.
PHYSICAL AND MENTAL REQUIREMENTS: Requires frequent sitting, standing, and walking. Occasional suite visits may require traversing over rough terrain, crawling under buildings, climbing ladders, and walking on roofs. The employee is infrequently required to lift objects weighing up to 25 lbs. This position frequently requires continuous hand and finger movement and frequently requires visual acuity at 20 inches or less, and hearing acuity for speech discrimination. The employee must be able to talk and to receive and understand written and oral communication and give written and oral instruction. The position requires the ability to calculate mathematical problems. The position frequently requires patience and tact to deal with confrontational or adversarial situations. Requires the ability to work alone and with others. Requires self-motivation, good judgment, initiative, and the ability to make decisions.

EQUIPMENT REQUIREMENTS:

<table>
<thead>
<tr>
<th>Equipment/Tool</th>
<th># of Hours</th>
<th>Frequency of use:</th>
</tr>
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<tbody>
<tr>
<td>Telephone (office and cell)</td>
<td>3</td>
<td>Daily</td>
</tr>
<tr>
<td>Computer</td>
<td>3</td>
<td>X</td>
</tr>
<tr>
<td>Measuring Tools (Tape Measure, Scale Rule)</td>
<td>.5</td>
<td>X</td>
</tr>
<tr>
<td>Record Files</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Calculator</td>
<td>1</td>
<td>X</td>
</tr>
<tr>
<td>Printers, Copy machines, faxes</td>
<td>.5</td>
<td>X</td>
</tr>
<tr>
<td>Motor vehicle</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Construction site safety equipment (i.e. hard hat, hearing protection, safety footwear)</td>
<td>2</td>
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WORKING CONDITIONS: Generally work is performed in a normal office environment. Occasionally requires travel to other islands by ferries or in small airplanes or boats. Occasionally requires driving on and off main roads with the need to scale steep narrow roads with 4-wheel drive. Occasionally works outside and subject to the elements. This position occasionally requires exposure to construction sites and the safety issues attendant to such projects. At many job sites it is necessary for the employee to wear safety equipment such as a hard hat, safety vest, hearing protection, and/or rubber boots.