Position Title: Plans Examiner, Level 1 & 2  
Date: January, 2007

Reports to: Deputy Director/Chief Building Official  
Department: C D & P

FLSA Status: Non-exempt  
Positions Supervised: None

BASIC FUNCTIONS: As limited or controlled by the position level, 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. Ensures that submitted construction documents are complete, accurate, and comply with San Juan County submittal requirements. Prepares and issues plan review reports/comments indicating either compliance or non-compliance with adopted construction codes and applicable State and local laws. Verifies construction cost valuation and calculates applicable fees. Provides technical assistance and research relating to the adopted construction codes and applicable State and local laws. Communicates with and assists building permit applicants and the general public regarding permit processing and code requirements. 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. Work is performed under the supervision 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. Assigns plan reviews to Inspectors 1, 2 and 3 and provides technical guidance as needed.
3. Inspects 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use projects on an as need basis under technical guidance Inspector 2 or 3 and/or the Chief Building Official.

Level 2
1. Performs 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use plan reviews.
2. Assigns plan reviews to Inspectors 1, 2 and 3 and provides technical guidance needed.
3. Inspects 1 and 2 Family Residential, Multi-Family, Commercial, and Mixed Use projects on an as need basis.

MINIMUM QUALIFICATIONS:
1. Education
   Levels 1 and 2
   • Required
     High School Diploma or GED
   • Preferred
     College Degree in Engineering, Architecture, or Construction Management
2. Experience

**Level 1**
- **Required**
  - 2 years as a plans examiner
  - 2 years of construction experience
- **Preferred**
  - 2 years as a building inspector

**Level 2**
- **Required**
  - 4 years as a plans examiner
  - 2 years of construction experience
- **Preferred**
  - 2 years as a building inspector

3. Certifications, Licenses, Registrations

**Level 1 & 2**
- **Required**
  - Washington State Drivers License
  - International Code Council (ICC) Plans Examiner for residential and/or commercial
- **Preferred**
  - International Code Council (ICC) Building Inspector
  - IAMPO or ICC Plumbing Inspector
  - ICC Mechanical Inspector
  - ICC Accessibility Inspector/Plans Examiner for commercial

**Level 2**
- **Required**
  - International Code Council (ICC) Building Inspector, and
  - IAMPO or ICC Plumbing Inspector
  - ICC Mechanical Inspector
  - ICC Accessibility Inspector/Plans Examiner for residential and commercial

4. Knowledge, Skills, and Capabilities

- Requires a working knowledge of the International Building, Residential, Mechanical, Fuel Gas, and Fire Codes; the Uniform Plumbing Code; and the Washington State Energy, and Ventilation and Indoor Air Quality Codes.
- Requires the ability to interpret and understand ordinances, construction plans, specifications, engineering data, and be able to perform basic structural calculations.
- Requires the ability to effectively communicate technical information, both orally and in writing, to people with from limited to extensive knowledge of the codes and/or construction field.
- Requires familiarity with and the ability to utilize standard office equipment including, but not limited to, phones, fax machines, copy machines, printers, and personal computers.
- Requires computer data entry skills and a working knowledge of Microsoft Office (including Word and Excel), a basic understanding of the Windows operating system, the ability to utilize the internet and e-mail, and be ability to learn computer programs relating to the field of construction and codes.
- Must have basic business language skills and be able to produce professional letters and plan review comments.
- Requires the ability to establish and maintain a high standard ethics and professional conduct.
- Requires the ability to prioritize work load and to multi task.
• Requires the ability to establish positive and respectful working relationships with property owners, designated agents, architects, engineers, designers, contractors, public officials, fellow employees, and the general public in often confrontational and adversarial situations.
• Requires the ability to document plans examinations and inspections and to establish and maintain records.
• 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 work with minimal supervision and to make independent decisions in accordance with established policies in a consistent manner.

5. PRINCIPAL DUTIES -- (Asterisk designates essential function):

• Review, analyze, and interpret construction and permit submittal documents (including, but not limited to, application, construction drawings/plans, specifications, and engineering data/calculations) for completeness and compliance with applicable codes and other requirements.
• Identify and explain, in a clear and concise manner, code required elements of the construction documents.
• Review and, when appropriate, approve for issuance minor over the counter permits.
• Redline construction documents for minor code required revisions and/or to identify or clarify code requirements.
• Issue clear and concise written and verbal plan review comments for required corrections to construction documents.
• Coordinate the plan review process with other departments and agencies.
• Work with a variety of outside agencies or other departments to obtain information for projects and insure such projects are in compliance with applicable requirements.
• Verify construction valuation and calculate applicable permit fees.
• 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.
• Maintain records, reports, and computer data bases associated with the permit application, review, and inspection process.
• Provide information to contractors, engineers, architects, property owners, business owners and the general public regarding code requirements, the permit process, and status of a permit application.
• Provide technical assistance and research to persons inquiring about construction codes.
• Under the direction of the Building Official, provide technical guidance to building inspectors in their performance of assigned plan reviews.
• Work as a back-up building inspector on an as needed basis to inspect residential and/or commercial projects to insure that each aspect of construction, alteration or repair is in compliance with all applicable codes, regulations, and the approved construction documents.
  o Prepare written Inspection Reports listing required corrections and/or partial or full approval of inspected construction work.
  o Maintain the Field Inspections Record Card.
  o Maintain a daily inspection log indicating the results of the inspections.
  o Maintain the Office Permit paper and computer files indicating the results of the inspections and all partial or full inspections approvals.
• Coordinate with Code Enforcement Officer and Fire Marshal to gain compliance with applicable codes and ordinances.
• Assist in investigation and resolution of citizen complaints which may involve improper workmanship or problems including health, safety, or public nuisances.
• Issue Stop Work notice when appropriate.
Position Title: Plans Examiner

- Back-up for and assist other staff members as needed to accomplish County and Departmental objectives.
- *Despite sometimes confrontational or adversarial situations, establish and maintain positive, professional, and respectful working relationships with property owners, designated agents, architects, engineers, contractors, designers, the general public, managers, public officials, and fellow employees.
- *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.
- Other related duties as assigned.

**PHYSICAL AND MENTAL REQUIREMENTS:**
Requires frequent sitting, standing, and walking. Occasionally requires crawling under buildings, climbing ladders, and walking on roofs. The employee is frequently required to lift objects weighing up to 25 lbs. This position frequently requires continuous hand and finger movement. 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 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>No. of Hours</th>
<th>Frequency of use:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Daily</td>
<td>Weekly</td>
<td>Monthly</td>
</tr>
<tr>
<td>Telephone (office and cell)</td>
<td>2</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Computer</td>
<td>2</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Measuring Tools (Tape Measure, Scale Rule)</td>
<td>1</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Record Files</td>
<td>1</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Calculator</td>
<td>.5</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Printers</td>
<td>.5</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Copy machine</td>
<td>.5</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Fax</td>
<td>.5</td>
<td>☒</td>
<td>☐</td>
</tr>
<tr>
<td>Motor vehicle</td>
<td>4</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Boat</td>
<td>2</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Airplane</td>
<td>2</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Hard hat</td>
<td>2</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Hearing protection</td>
<td>1</td>
<td>☐</td>
<td>☒</td>
</tr>
<tr>
<td>Rubber Boots</td>
<td>2</td>
<td>☐</td>
<td>☒</td>
</tr>
</tbody>
</table>

**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.