

CLASSIFICATION TITLE: Plans Examiner	JOB NUMBER: 7106	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: Building Official	PAY GRADE: 19	FLSA STATUS: Non-Exempt

GENERAL SUMMARY

Performs intermediate skilled administrative support work reviewing building and construction plans for compliance, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Official ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Receives, reviews and processes applications for permits; applies applicable policies and procedures in determining completeness of applications, and assesses fees and charges based on requests for service.
- Inputs, retrieves, and updates data and text information relating to building permits and plan checks; follows-up with contractors, engineers, and architects regarding plan file status.
- Examines construction plans of commercial buildings, residential homes, small buildings and drafts plan review correction comment letters when needed; assures compliance with building, plumbing, and mechanical codes; inspects structures at various stages of construction for compliance to approved plans, and codes in accordance with Richland's Municipal Code.

- Assists customers and provides information for building permits in accordance with applicable codes; answers questions by telephone, in person, or in the field regarding construction, plumbing, structural, insulation, plan requirements, and handicap requirements; interprets, applies, and explains code requirements and ordinances; works with and assists Building Inspectors as needed.
- Communicates with various departments and personnel, including Planning, Fire, Engineering, Energy Services, and the City Attorney's office; assists other City departments with inspection concerns and related information as necessary.
- Maintains related records and files; prepares related reports for review by the Building Official.
- Attends seminars and meetings; maintains current knowledge of code requirements and related City ordinances.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Applicable Federal, State, and local laws, rules, codes and regulations related to assigned activities.
- Building, mechanical, and plumbing codes.
- Field inspection methods, procedures and techniques.
- Construction procedures and methods.
- Plan examination and review procedures.
- Report preparation and records maintenance procedures.
- Health and safety regulations.
- Modern office practices, methods, procedures and equipment.
- Record-keeping principles, procedures, and techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Technical aspects of field of specialty.

Skills and Abilities to:

- Learn, read, interpret, and apply and explain rules, regulations, policies and procedures.
- Ensure compliance with applicable building codes and City ordinances.
- Resolve conflicts in a positive manner.
- Read and interpret codes and plans.

- Communicate effectively both orally and in writing, comprehend and use English effectively including producing all forms of communications in a clear, concise, and understandable manner to intended audiences.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers in a windows computing environment using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Valid driver's license.
- Valid International Code Council (ICC) certification as a Plans Examiner or ability to obtain within six (6) months of hire.

EDUCATION AND EXPERIENCE

High school diploma or GED, and three (3) years experience in plans examining, permitting, or building inspection, including one (1) year experience in building construction, or an equivalent combination of education and experience.

COMPETENCIES

Foundational

- **Use Technical/Functional Expertise:** Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- **Be Accountable for Performance:** Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT




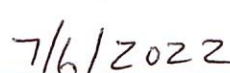


The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work occasionally requires exertion of up to 30 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to wet humid conditions (non-weather) and occasionally requires working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to outdoor weather conditions, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

 _____ Human Resources Director	 _____ Date
 _____ Department Head	 _____ Date
 _____ City Manager or Authorized Designee	 _____ Date