



POSITION DESCRIPTION

Plans Examiner

**GENERAL PURPOSE**

As a key member of the Development Services team, Plans Reviewer reports to the Development Services Director. The Plans Reviewer coordinates and manages the operations and activities of the City's Building Department that includes permitting and inspection services; serves as the chief plan reviewer; evaluates construction plans/specifications for regulatory compliance; responds to public inquiries regarding the building permit process, inspections, certificates of occupancy, and related requirements; supervises commercial and residential building inspections.

The Plans Reviewer is operationally responsible for the successful, customer service-focused administration of the City's building codes, building inspections, permit issuance, and plan reviews. Works closely with the Fire Marshall to ensure fire and life safety compliance. This is accomplished by developing and implementing effective policies and procedures, for managing all plan review, inspection, and permitting procedures.

**SUPERVISION**

This position supervises personnel on contract.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Examines residential, commercial and/or multi-family construction plans and building permits for compliance with building, electrical, mechanical, and plumbing codes, ADA requirements, and City ordinance.
- Explains codes and regulations to general contractors.
- Resolves code or structural design issues and assists the public with code questions and interpretations.
- Review for compliance of Floodplain Guidelines.
- Makes required corrections to plans for conformance to regulations and/or ordinance.
- Consults with engineers, designers, developers, contractors, architects, and homeowners regarding codes and regulations for requested projects.
- Maintains records and files associated with plan review process.
- Prepares periodic reports and responds to requests for information.
- Assists with the front office as needed.
- Attends construction development meetings, design review meetings, and advises applicants of the codes, policies and ordinances for proposed work.
- Assists Building Official and Building Inspectors and interacts with the Fire Marshall as needed.
- May perform inspections, as needed.
- Participates in City-wide emergency response as necessary.
- May participate in field inspections of commercial and residential buildings during various stages of construction and remodeling to assure compliance with applicable codes and regulations of the City, County, State and Federal agencies.
- Ascertains conformance to International Building Code, Plumbing Code, Electrical Code, Mechanical Code, and pertinent provisions of State and County health and environmental ordinances.



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- Reviews building permits and confirms all required setbacks and easements are identified on the site plans.
- Issues permits for work to be performed and ensure compliance with applicable Council adopted building codes.
- Assures proper and safe installations of routine and complex building systems.
- Makes field reviews of plans and specifications.
- Schedules and coordinates the activities of the building inspector with other City departments.
- Resolves disputes between building inspection staff and developers, contractors, architects, engineers, and the general public.
- Interprets building codes and works with builders and property owners in making changes necessary to conform with Codes.
- Reviews and provides recommendations for building code adoption every six years.
- Identifies unsafe structures; informs property owners; and initiates meetings for City Council to demolish structures if the owner does not comply.
- Assists in the conduct of zoning and general land use and code enforcement inspection work as assigned. Explain and interpret requirements and restrictions.
- Ensures all permits comply with the Zoning Ordinance, Design Standards, and other applicable ordinances in all respects.
- Other duties as assigned.

#### REQUIRED MINIMUM QUALIFICATIONS

- High school diploma or equivalent; AND five (5) years of construction experience; OR an equivalent combination of education, training, and experience.
- Valid State driver's license.
- Building Plans Examiner or Combination Plans Examiner, preferred, but one of the two must be obtained within one (1) year of employment.
- International Building Code or International Residential code certification, preferred.
- State Plumber Inspectors License, preferred.
- Certified Floodplain Manager (CFM), preferred.

#### KNOWLEDGE, SKILLS, AND ABILITIES

- Department policies and procedures.
- International Building and Mechanical codes.
- National Electrical codes.
- General building practices and their application to individual structures.
- State and Federal laws pertaining to commercial construction.
- Establishing and maintaining effective working relationships.
- Diagnosing and resolving permit and construction issues.
- Operating a personal computer, standard software, and some specialized software.
- Communicating clearly, both orally and in writing.



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- Reading and interpreting blueprints and plans.

#### TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, presentation, analytical, and publishing software (Word, Excel, PowerPoint, etc.); enterprise financial software, 10-key calculator; telephone, copy machine, fax machine, and other occupation-related business equipment as needed.

#### WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed in a standard office environment and at various inspection sites. May be exposed to some unsafe structures, unsafe electrical installations, and high voltage. Requires safety procedures to be followed, including the use of personal protective equipment.

#### SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

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 description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

#### WHAT WE OFFER

Salary Range: Up to \$67,000, Based On Experience, Education, And Related Qualifications

Benefits: Medical, Dental and Vision insurance; Training and Travel Allowance; 12 Paid Holidays and Paid Time Off; and City Contribution to the Texas Municipal Retirement System.

To be considered for this position, please email a resume to [hr@cityofjarrell.com](mailto:hr@cityofjarrell.com)

This position is **open until filled**. For any questions, please call (512) 746-4593, ext. 121.