



Plan Reviewer City of Mebane

To Apply

To apply for the Plan Reviewer position, please click on the link below.

[Plan Reviewer](#)

The City of Mebane is an Equal Opportunity Employer.

General Statement Duties

Reviews and approves or modifies construction plans to ensure compliance with local and state building codes.

Distinguishing Features of the Class

This is non-professional technical engineering work in the examination of building construction and renovation plans to ensure compliance with local and state building codes. Work involves the review of building construction blueprints, plot plans, surveys, and sketches to determine whether such plans meet code requirements. Employees exercise considerable independence of action and technical guidelines. Work normally flows to the employee automatically but may be assigned by an administrative and/or technical superior. Work is evaluated by direct observations, personal conferences, statistical reports of activities, and achievement of predefined individual performance objectives.

Illustrative Examples of Work

- Examines commercial, business, and residential building plans, specifications, blueprints, surveys, and sketches for compliance with codes and regulations governing building construction, alteration, and repair of buildings, and application of solar energy and environmental protection to structure.
- Recommends changes to plans as needed for compliance; rejects plans not meeting code requirements; authorizes a continuance of construction plans by affixing signature on the plans representing an official approval.
- Makes site visits to construction sites to validate plans, review decisions or amend actions taken
- Meets with and/or corresponds with building contractors, engineers, property owners, and other interested parties to provide or receive information, explain and interpret building codes and regulations, and provides guidelines on the application and/or appeals process
- Prepares and maintains official records including reports of activities.
- Prepares residential and commercial permit fees.

Knowledge, Skills, and Abilities

- Thorough Knowledge of the materials, methods, and practices used in building construction including those of an electrical, plumbing, mechanical, or heating and ventilation nature and/or those relating to environmental protection or solar energy nature.
- Considerable knowledge of Local and State building codes.
- Knowledge of communication techniques required for the nature of the work performed.
- Ability to set and follow effective work priorities and procedures
- Ability to function independently or as a member of a cross-disciplinary team in the inspections processes.
- Ability to comply with work standards
- Ability to identify and resolve problems related to the nature of the work performed
- Ability to serve as a technical or procedural resource in the plans examination process.
- Ability to interpret and analyze plan discrepancies and recommend alternatives for compliance that meets objectives of plans presenters and County regulations.
- Ability to research, summarize and report on narrative and statistical data.
- Ability to schedule and coordinate a variety of appointments, meetings, and conferences.
- Ability to draft correspondence or reports for public' review
- Ability to read, comprehend, and interpret construction plans, plot plans, and specifications, surveys, and sketches, and blueprints.
- Ability to explain and enforce codes and regulations.
- Ability to exercise tact and discretion when communicating with building contractors, engineers, property owners, and other interested parties in the plans examination process.
- Ability to present ideas and decisions both orally, and in writing
- Ability to establish rapport and maintain effective working relationships with the public, peers, elected and appointed officials, and members of diverse cultural and linguistic backgrounds regardless of socioeconomic background.
- Works with other departments in the city as needed to process the permits and plans.
- Helps at the front desk and other areas within the department as needed.

Physical Requirements

An employee in this position must be able to physically perform the basic life operational functions of reaching, walking, fingering, talking, hearing, and repetitive motions. Additionally, the employee must be able to perform sedentary work exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift objects, climb terrain, or uneven ground, climb stairwells, crawl in tight or cramped spaces, and work in a variety of weather environments. The employee

Education and Experience

Associates Degree (2 years) in Architecture, Engineering, Construction Management, or another field of study related to the nature of the work' Or, High School Diploma or GED and three years of code application in the building trades field such as mechanical, electrical, or general contracting, or as a building trades inspector or code specialist with an architectural or engineering firm.

Special Requirements

- Must hold Level 3 certifications in building, plumbing, electrical and plumbing or certified with all Level 3 certifications within 3 years of employment. Valid Driver's license without restrictions that would limit the full performance of the essential duties.

FSLA Status: Exempt

Compensation

\$61,240.00-\$94,922.00

Disclaimer

This classification specification has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform the job. The Physical Requirements and Working Conditions section of this classification may vary from position to position, and a more thorough description of these elements can be found in the employee's Position Description Questionnaire (PDQ). The City reserves the right to assign or otherwise modify the duties assigned to this classification.