

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Senior Plans Examiner</b>	<b>CLASS CODE:</b>	<b>585</b>
<b>REPORTS TO:</b>	<b>Plans Review Manager</b>	<b>GRADE:</b>	<b>29</b>
<b>DEPARTMENT:</b>	<b>Building Safety</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

### JOB SUMMARY

Performs administrative work and analyzes and interprets complex construction documents including review of structural and hydraulic calculations and building, electrical, plumbing, mechanical, and fire and life safety code compliance for the Plans Examining Division. Provides lead supervision to Plans Examiners.

### ESSENTIAL FUNCTIONS

1. Provides lead supervision to plans examiners by assigning and monitoring workload, reviewing work, and resolving problems or plan review issues.
2. Provides training and technical expertise to plan examiners.
3. Analyzes and interprets construction documents including structural construction, for commercial, industrial, and residential projects to ensure compliance with construction city codes, ordinances, standards, and amendments. Identifies inadequacies found on construction plans and calculations, and requires corrections.
4. Advises consulting agencies regarding minimum standards and reviews consultants' final product to verify compliance.
5. Performs structural engineering calculations to analyze structural members and assemblies for vertical and lateral loads, seismic and stress analysis, and structural integrity for residential analysis. Requires corrections to be made, as required.
6. Advises and explains to architects, engineers, contractors, the general public, and departmental staff on code changes, interpretations, new materials, and methods.
7. Negotiates and develops mutually acceptable solutions to code conformance problems and fire and life safety issues with architects, engineers, contractors, and general public.
8. Provides an interpretation of the construction codes and develops alternate solutions to code compliance problems for plan review staff.
9. Provides quality customer service while functioning in a regulatory capacity.
10. Assists the Plan Review Manager by recommending changes in codes to resolve interpretation problems and to accommodate and control new methods and materials.
11. Deals with and resolves potentially hostile situations with customers.
12. Acts as the Plan Review Manager, as necessary.
13. Attends meetings and functions relating to plan review, building safety, and construction.
14. Assists building inspectors with field reviews of structures and sites to determine structural soundness, proper installation of unusual designs, materials, or equipment.
15. Conducts meetings with developers, contractors, architects, engineers, and business owners regarding submittal requirements for plan review and to identify code conformance issues on commercial and industrial projects prior to the formal review process.
16. Participates as a committee member in various local, state, and other professional organizations to discuss code related issues.
17. Researches alternate products, materials, and methods of construction for compliance and makes recommendations to the Plans Review Manager.

## **SECONDARY FUNCTIONS**

18. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

All major types of building construction, materials, and methods  
Building, fire and related codes, regulations, and ordinances  
Hydraulics, as applied to sprinkler systems, and fire prevention  
Engineering mathematics and structural engineering principles in the design of reinforced concrete, steel, and timber, as applied to construction of buildings and other structures  
Mechanical and electrical engineering principles, as applied to the design and installation of mechanical equipment and systems in buildings  
Field inspection procedures and techniques  
Computers and their applications in plans review  
Other government agencies' regulations, such as the State Registrar of Contractors and the State Board of Technical Registration

### **Ability to:**

Provide lead supervision to other employees  
Communicate effectively verbally and in writing; establish and maintain effective working relationships with architects, engineers, contractors, city staff and the general public  
Apply engineering knowledge and follow proper plan check techniques to examine methods and materials and detect deviations from plans, regulations, and standard construction practices  
Interpret and apply federal, state, and local laws, codes, and ordinances  
Read, interpret, and explain codes, engineering calculations, building plans, plot surveys, specifications, and blueprints  
Perform and analyze structural engineering and mathematical calculations  
Perform research using complex technical reference manuals  
Explain code requirements and plan review procedures and resolve problems with diverse group of people  
Work independently to accurately analyze and interpret a set of highly technical construction documents

## **WORKING CONDITIONS**

Office setting.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in building construction, engineering, architecture or related field and five years experience in municipal plan review, building inspection, or construction contracting or management.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

A valid Arizona driver's license  
ICBO Certification as Plans Examiner within two years of appointment