



City of Des Moines, Washington

JOB DESCRIPTION



EH-SENIOR PLANS EXAMINER

Extra-Hire, Part-time

Salary Grade: EH-5

FLSA Status: Overtime-Eligible

Union Status: Non-represented

EEO Category: Professionals

Nature of Work

Under the general supervision of the Assistant Building Official, performs senior level reviews of building, mechanical, and plumbing plans for complex commercial and residential buildings to verify compliance with standards, codes and regulations; examines construction drawings and specifications; provides information concerning construction codes and requirements. This is the lead level in the Plans Examiner job series, responsible for providing guidance to other Plans Examiners. Duties include providing technical assistance to architects, researching complicated code issues, and responsibility for complicated, large commercial or mixed use projects. Creative thinking is used in solving problems involving varied levels of complexity, and ambiguity.

Distinguishing Characteristics

This position is distinguished from the lower-level classifications of Plans Examiners in that the incumbent is generally given assignments requiring an expert level of knowledge and skills. As a working lead, this position is capable of completing tasks with a minimal degree of supervision, and able to mentor other Plans Examiners. In-depth knowledge in technical areas is efficiently displayed, and the incumbent is sought out as an expert in the field.

Essential Functions

- Performs all of the essential job functions of the Plans Examiner while being assigned complicated, large commercial or mixed use projects.
- Participates in and provides lead work direction and training to assigned staff performing plan reviews.
- Interprets code and design requirements and restrictions, and describes corrections to submittals necessary for compliance.
- Assists and advises the Building Department in matters related to code requirements. Assists contractors, architects, engineers, building owners or tenants, and City staff from other divisions and departments with code-related questions or problems. Corresponds with contractors, engineers and architects to ensure code application is clear. Prepares and maintains all necessary paperwork.
- Serves as a mentor, sharing expertise, knowledge, work products, and experiences with co-workers and staff to promote effective teamwork and efficient and consistent plan review processes and decisions.
- Serves as a technical expert and resource to architects, contractors and co-workers.

- Performs all duties remotely.

Necessary Knowledge, Skills, and Abilities

- *Expert Knowledge of:*
 - International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), State and Local Construction Codes.
 - Plan review procedures, report preparation and records maintenance procedures, oral and written communication skills, technical knowledge.
 - Field inspection methods, procedures, and techniques; construction procedures and methods.
 - Interpersonal skills employing tact, patience, and courtesy.
 - Health and safety regulations.

Ability to:

- Review commercial and residential plans for compliance with Building, Plumbing, Mechanical, Energy and Accessibility Codes as well as City ordinances.
- Operate computer equipment to maintain records and generate notices and other written materials.
- Work and communicate effectively with the public, contractors, developers and co-workers.
- Resolve conflicts in a positive manner.
- Demonstrate leadership and mentorship skills.
- Read and interpret the more complex aspects of codes and plans.
- Work independently with little direct supervision.
- Organize and maintain accurate records.
- Prepare clear and concise correspondence and written materials.
- Communicate effectively both orally and in writing.
- Analyze situations accurately and adopt an effective course of action.
- Relate to other people beyond giving and receiving instructions.
- Two years of college level work (or equivalent) in building technology or related field. Experience as a building inspector or plans examiner in a public agency may be substituted for the education requirement on a year for year basis; and...
- Five years of experience in general building construction.
- Five years of increasingly responsible experience as a building inspector or plans examiner in a public or private agency.
- Experience with complex commercial and mixed use construction projects desired.
- Familiarity with electrical codes and installations a plus, but not required.

Special Requirements

- Must possess a valid ICC certification as a Building Plans Examiner (B3), and maintain such certification throughout employment.

- Possess a valid ICC certification as a Certified Building Official (CBO), or the ability to obtain this certification within 24 months of hire.
- Successful completion of a criminal history and background check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

- Environment: Remote connection to the Building Department using the Internet.

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job classification, the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above 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.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Updated November 2021.