



JOB DESCRIPTION

JOB TITLE:	Plans Examiner	FLSA:	Non-Exempt
DEPARTMENT:	Community Development	GRADE:	P2
REPORTS TO:	Community Development Director	DATE:	2/16/2023

SUMMARY OF JOB PURPOSE:

Reviews building plans and specifications for compliance with established building codes, zoning regulations, ordinances, and other applicable authority; coordinates plan-review activities with other work groups; provides assistance and information to applicants and the public regarding the plan-review process.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Reviews plans, specifications, and related documents for compliance with all applicable codes, regulations, and ordinances; reviews and verifies engineering calculations for completeness, code compliance, and accuracy.
- Reviews plans for conformance with building, electrical, mechanical, plumbing, and structural requirements; accessibility and energy conservation requirements; water supply and distribution requirements; sanitary drainage systems requirements; and fuels supply requirements.
- Recommends and/or issues building permits in accordance with established procedures; files approved plans and specifications.
- Provides information and assistance to property owners, the public, contractors, and architects involving the interpretation of codes, ordinances, and regulations; recommends needed changes to ensure compliance.
- Coordinates plan review activities with other departments and work groups; exchanges plans, specifications, and other necessary information; ensures involvement of all appropriate reviewing entities.
- Tracks plan review activities using Lyon County-approved software and/or platforms; establishes and maintains appropriate data entries and documentation concerning project status.
- Advises Building Inspectors and others regarding potential field inspection issues; performs on-site inspections to help resolve difficult problems; performs the essential functions of a Building Inspector as necessary.
- Maintains appropriate records of plan-review activities; prepares reports, correspondence, and variety of other written and electronic materials.
- Provides customer service at the front counter; response to citizen questions and inquiries within scope of authority.
- Monitors technical developments in the industry; stays current on pending code changes and changes in methods of construction; recommends procedural or policy changes as appropriate.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



- May serve as the County's Building Official; reviews, develops amendments to, and recommends safety and construction codes to meet the needs of the County.
- Confers with legal staff, development community, Appeals Board and Board members regarding possible code changes; directs the drafting of code changes, ordinances and regulations regarding building construction issues.
- Confers with and represents the County in meetings with architects, engineers, developers, property owners, and various groups and associations regarding codes, regulations and standards.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED and two (2) years of experience related to residential, commercial, zoning, and/or industrial plans examination; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Principles, practices, procedures related to plan review.
- Codes, regulations, ordinances, and policies related to plan review.
- Building permitting and building inspection functions.
- Principles, practices and materials related to construction and development of commercial, industrial and residential properties.
- Developing technologies in the building and construction field.
- Applicable federal, state and local laws and regulations.
- Office procedures, methods, and equipment used in building inspection and plan review functions, including computers and software applications.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds.

Skill in:

- Analyzing, interpreting, and accurately checking building plans and specifications.
- Understanding, interpreting, applying, explaining, and enforcing codes, regulations, ordinances, and policies.
- Operating office equipment, including computers and software applications.
- Project management, and coordinating with other staff members and individuals.
- Using initiative and independent judgment within general policy guidelines.
- Overseeing and performing complex problem definition and resolution activities.

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- Setting priorities, coordinating multiple activities and meeting critical deadlines; reading and interpreting plans, specifications and contracts.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.
- Reading and interpreting manuals, specifications, drawings and blueprints.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- Valid ICC or other nationally-recognized certification as a residential and commercial Plans Examiner.

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein 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.

Mobility to work in typical office and field construction settings and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 20 pounds; agility to traverse terrain and construction sites; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and radio systems.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors. Work is subject to performance in a detention facility.