

PLANS EXAMINER LEADWORKER

PURPOSE: Assist owners, developers, contractors and others in obtaining building permits by reviewing plans submitted with building permit applications for compliance with applicable codes and approving when appropriate.

FUNCTIONAL AREAS:

Organize and direct the activities of assigned personnel.

- * A. Determine priorities, assign work to personnel, and coordinate schedules to ensure timely completion of work.
- * B. Assist in the hire, transfer, suspension, or discharge of assigned personnel.
- * C. Establish work standards and evaluate the work of employees.
- * D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
- * E. Train personnel in correct and safe operating procedures.
- * F. Recommend adjustments or other actions in employee grievances.
- * G. Disseminate information to employees through bulletins and other communications.

2. Review and approve building construction plans and permits.

- * A. Obtain and review commercial and residential building plans and specification for compliance with building codes, ordinances, statutes, and life safety regulations.
- * B. Perform mathematical computations to determine required design loads and verify the strength of various structural components.
- * C. Interpret complex regulations and recommend approval of equivalents for the Building Official's approval.
- * D. Interpret and enforce provisions of the building code, zoning requirements and other laws and regulations related to the construction of buildings.
- * E. Review site plans.
- * F. Schedule and attend preconstruction conferences with builders, architects, engineers, and others to review preliminary plans.
- * G. Confer with architects, engineers, contractors and owners regarding methods of construction and features of design.
- * H. Review plans for buildings and structures which incorporate routine to complex architectural and structural concepts in their design.
- * I. Determine applicable building code requirements.
- * J. Review and as applicable, approve plans submitted with permit applications.
- * K. Identify aspects of plans that don't comply with the Building Code and communicate code requirements to the applicant for correction.
- * L. Calculate valuations for the purpose of determining permit fees.
- * M. Perform related tasks as required.

3. Provide information and assistance to property owners, contractors, developers, architects, engineers, Building Safety staff and the general public.

- * A. Interpret building codes, ordinances, and statutes.
- * B. Provide explanations of code requirements that pertain to submitted plans.
- * C. Research and respond to inquiries.
- * D. Maintain accurate files, both paper and computer, on plan reviews, meeting notes and correspondence.
- * E. Review new legislation regarding building codes, ordinances, and regulations.

- * F. Compile informational handouts on commonly asked questions regarding building codes and ordinances and plan submittal requirements.
- * G. Attend required code-change seminars and conferences held by the State Building Code Division and other agencies.
- * H. Attend and participate in workshops, meetings, seminars, and/or training opportunities regarding certification, to acquire current industry knowledge, and to maintain current knowledge.
- * I. Advise City inspectors, builders, owners, contractors and architects on building and structural problems, and required modifications to plans/specifications/blueprints to bring about compliance.
- * J. Discuss technical requirements of plans with engineers, contractors, builders or owners for correction to plans as necessary and return plans for corrections and re- submission.
- * K. Interpret and explain building regulation options and methods for modifying plans submitted to comply with the building code.
- * L. Provide technical advice to building inspectors.
- * M. Coordinate approval process of building or remodeling plan review with appropriate inspection units including electrical, structural, plumbing, heating and ventilation.

JOB REQUIREMENTS

EDUCATION AND EXPERIENCE REQUIREMENTS:

- † A. Three (3) years of verifiable experience reviewing residential and commercial building plans for compliance with applicable codes.

LICENSE REQUIREMENTS:

- A. Currently meets the prerequisites for applying for the Minnesota Certified Building Official exam in accordance with Minnesota Rules chapter 1300, section 1300.0300.
- B. Certification as a State of Minnesota Building Official within one year of appointment.
- C. Within two years of appointment, certification as a Plans Examiner by a nationally recognized code agency.

KNOWLEDGE REQUIREMENTS:

- † A. Extensive knowledge of applicable building codes, ordinances, and statutes.
- † B. Extensive Knowledge of architectural design principles and building construction methods.
- † C. Extensive knowledge of construction materials
- † D. Knowledge of office methods and procedures.
- † E. Knowledge of nomenclature used in plan review.
- † F. Extensive knowledge of legal aspects of building code enforcement.
- † G. Extensive knowledge of current architectural practices, procedures, and techniques, including specialty engineering.
- † H. Basic Knowledge of algebra, geometry, and trigonometry in order to evaluate designs for compliance with the Building Code.
- † I. Knowledge of basic engineering principles.
- † J. Knowledge of effective supervisory practices.

SKILL REQUIREMENTS:

- † A. Skill in communicating effectively orally and in writing.
- † B. Skill in operating computers, calculators, and other office machines.

- † C. Skill in reading and interpreting legal descriptions, building plans, specifications, codes, and ordinances.
- † D. Skill in properly applying building codes and ordinances.
- † E. Skill in maintaining records and files, both paper and electronic.
- † F. Skill in interpersonal and customer relations and conflict management.
- † G. Skill in analyzing difficult situations and handling controversy.

ABILITY REQUIREMENTS:

- † A. Ability to establish and maintain effective working relationships with supervisors, peers, and the general public.
- † B. Ability to exercise independent judgment.
- † C. Ability to transport oneself to, from, and around construction sites within the City of Duluth.
- † D. Ability to read and interpret blueprints, site plans, architectural designs, and construction specifications.
- † E. Ability to calculate structural loads, stress and other calculations necessary to approve proposed plans.
- † F. Ability to develop alternative solutions to problems.
- † G. Ability to persuade people to work towards alternative solutions to problems.
- † H. Ability to interpret instructions furnished in written, oral, or diagrammatic form.
- † I. Ability to read and interpret complex legal regulations.
- † J. Ability to attend work on a regularly scheduled basis.
- † K. Ability to occasionally lift and carry articles such as dockets, ledgers, plans and specifications weighing up to 40 pounds.

* Essential functions of the classification.

† Minimum requirements of the classification necessary on the first day of employment.

HR: KG	Union: Basic	EEOC: Technicians	CSB: 20050208	Class No: 3427
WC: 8810	Pay: 32	EEOF: Housing	CC: 20051024	Resolution: 05-0702R