

City of Allentown
Position Description

Class Title:	PLANS EXAMINER
Grade Number:	13N
Department:	Community & Economic Development
Bureau:	Building Standards & Safety
Union:	MESA

GENERAL PURPOSE

Under direction, perform technical work reviewing and analyzing construction plans and specifications submitted for permitting construction projects to ensure compliance with all building codes, ordinances and regulatory requirements applicable to the work.

Responsible for technical assignments relating to the execution of the City programs. Responsible for providing plans review in various construction trades to ensure compliance with Pennsylvania Building Code requirements.

Position provides technical expertise to licensed professionals, developers, other departments, and the general public regarding code and construction requirements.

SUPERVISION RECEIVED

Works under the supervision of the Building Inspections Supervisor.

SUPERVISION EXERCISED

May exercise supervision over Building, Plumbing, Electrical, Code Enforcement Inspectors and on occasion, clerical staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Examines construction plans and specifications for both residential and commercial structures to ensure compliance with all regulatory standards and building codes governing new and existing construction.
- Assists and advises the general public (architects, contractors, developers, engineers, etc.) as well as other City and County departments in matters relating to building construction and code requirements.

- Provides technical assistance to other department and division staff regarding codes interpretation, permitting functions, inspection requirements, and construction specifications.
- Works collaboratively with department and division staff in resolving regulatory and codes related interpretation and project compliance.
- Receives, responds and provides resolution to inquiries and concerns from the general public, the business community, County officials, and other departments regarding department and division related issues.
- Provides interpretation for non-compliance with regulatory code(s) and specifies the action necessary to bring conditions to code compliance.
- Identifies non-compliance concerns in plans and specifications; specifies plans or actions necessary to bring plans into regulatory compliance.
- Assists in resolving differences/issues between customers/property owners and inspection staff.
- Reviews various records and documentation relating to plans review, e.g., construction plans and specifications, drawings, schematics, diagrams, standard codes.
- Coordinates work and projects with other departments and outside agencies where applicable, e.g., permit processing staff, construction inspectors, and contractors.
- Maintains current knowledge of issues, trends and developments in regulatory standards and building codes requirements governing the construction industry.
- Assists in the development and implementation of the Capital Improvement Program.
- Coordinates the Capital Program with other City Departments and Agencies as needed and assigned.
- Provides project management for the construction of capital projects. Oversees assigned projects to ensure consultant and contractor compliance with time and budget parameters for the project.
- Performs related duties as directed.

MINIMUM QUALIFICATIONS (Tests and/or interviews may be required)

Education and Experience:

- (A) Associate's Degree with major course work in engineering or architecture; to seven (7) years experience as a contractor or superintendent of construction; or an equivalent combination of training and experience.
- (B) Must meet training, certification and continuing education requirements as established by the Pennsylvania Department of Labor and Industry and International Code Council for the following trades:
 - 1. Building Inspector (UCC 15)
 - 2. Electrical Inspector (UCC 19)
 - 3. Mechanical Inspector (UCC 20)
 - 4. Plumbing Inspector (UCC 21)
 - 5. Energy Inspector (UCC 22)
 - 6. Accessibility Inspector/Plans Examiner (UCC 23)
 - 7. Building Plans Examiner (UCC 24)
 - 8. Mechanical Plans Examiner (UCC 26)
 - 9. Plumbing Plans Examiner (UCC 27)
 - 10. Energy Plans Examiner (UCC 28)
 - 11. Building Code Official (UCC 29)

Licenses, Certifications or Registrations:

- Must possess and maintain Standard Plans Examiner Certifications as approved by the Building Official.
- Must possess and maintain a valid Pennsylvania driver's license.

Necessary Knowledge, Skills and Abilities:

- Knowledge of the principles, practices and methods of building, facilities, and/or engineering construction.
- Knowledge of pertinent federal, state and local codes, rules, regulations, and other regulatory standards applicable to the work.
- Knowledge of the materials, methods and development process associated with construction design and administration.
- Knowledge of intermediate level mathematical computations, including addition, subtraction, division, multiplication, decimals, ratios, percentages, and geometry.
- Ability to communicate professionally verbally and in writing.
- Ability to research and interpret building codes and related regulations; read plans and specifications and to apply such codes to areas of assignment.

- Ability to review and interpret complex construction and/or engineering drawings and specifications, and recognize deviation from established codes and regulations.
- Ability to review and recommend changes, additions and corrections in detailed construction, renovation, restoration and maintenance plans and specifications.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to enforce codes and ordinances firmly, tactfully and impartially.
- Ability to organize work, establish priorities, meet established deadlines, and follow up on assignments with a minimum of direction.

TOOLS AND EQUIPMENT USED

Requires intensive daily use of City vehicle, personal computer and cell phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit; use hands to finger, handle, or feel; talk or hear.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this position the employee is rarely exposed to disagreeable environmental factors.

The noise level in the work environment is usually moderate to loud.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; and job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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