

# Residential Plan Reviewer

---

Department: Community Development

Date: July 2023

---

## **JOB SUMMARY:**

The Residential Plan Reviewer position plays a critical role in Community Development in serving our customers including residents, business owners, architects, contractors, and developers. This position is part of a team that includes front counter staff, permit coordinators, inspectors, and other plan reviewers all of whom play a role in providing a consistent high level of service to our customers.

The Community Development Department is an ally to our customers, not an obstacle, and we take that role very seriously. As a department, we are responsible for assuring that new construction, repairs, alterations, and renovations are proceeding in a manner that is consistent with the applicable Codes and accepted practices and standards. The successful candidate must be certified as an ICC Plans Examiner or be capable of obtaining the certification within twelve months of employment with the City.

On a daily basis, the Plan Reviewer will Interact with co-workers, residents, contractors, architects, and others. Providing exceptional customer service is a critical part of the Community Development Department's mission.

## **ESSENTIAL FUNCTIONS:**

The Residential Plan Reviewer completes the following and other department-related tasks:

- Reviewing primarily residential building plans for projects to verify compliance with applicable building and life safety Codes
- Preparing review comments, modifications to plans, and specifying approval conditions
- Using BSA software to review and evaluate plans
- Consulting with Building Inspectors about projects, conditions found on site, or potential modifications to the approved plans
- Coordinating with the Permit Coordinator and Administrative Assistants to assure that plan reviews and the issuance of permits happens in a timely manner
- Creatively and respectfully resolving issues
- Assisting in all areas of the Community Development Department including, but not limited to conducting limited inspections, supporting the Code Enforcement Officer, or participating in updates to the locally adopted Codes
- Participating in Community Development Department activities including staff meetings, project briefings, and assisting with and advising on special projects
- 
- Performs other related work as assigned.

## **PHYSICAL DEMANDS**

The position includes a variety of physical activities in the office and on occasion, on site inspections and the ability to:

- stand, walk, and sit
- communicate verbally and in writing;

- use of hands and fingers to type, draw, reach, and inspect various aspects of construction;;
- climb, use a ladder, and maintain balance;
- stoop, kneel, crouch or crawl;
- occasionally lift and/or move objects up to 50 pounds.
- view plans on screens large and small and in hard copy;
- navigate uneven ground and construction sites;
- function in a tightly confined space during occasional inspections.

### **ENVIRONMENTAL CONDITIONS**

- Primary duties involve in-the-office plan review and occasional field inspection of construction sites comparable to those required of a building inspector.
- The work environment typifies an active general office.
- A plan reviewer may be exposed to cold, wet, hot and humid weather conditions during occasional inspections and may need to function in high places and may experience loud noises comparable to the conditions experienced by a Building Inspector.

### **TRAINING AND EXPERIENCE:**

- Minimum of 3 years' experience as a Residential Plan Reviewer/Plans Examiner and or experience in reading or preparing residential construction plans
- Knowledge of and the ability to interpret and apply National and local building and life safety codes and ordinances particularly those relating the single family and duplex residential construction.
- A successful candidate must be certified as an ICC Plans Examiner or be capable of obtaining the certification within twelve months of employment with the City
- Willingness to build skills and knowledge through cross-training with other department staff and obtaining additional certifications
- Expertise in solving problems creatively, pro-actively, and always with a focus on being an ally to our customers in support of successful and timely completion of projects
- Municipal or other public sector experience is a plus
- A valid driver's license is required.

Ongoing opportunities are provided for education and training to enable the staff to maintain existing certifications, obtain new certifications, and to remain up to date on current Codes, construction methods and new materials. Opportunities for training in other areas, including, but not limited to, conflict resolution, leadership and supervisory skills, and technology advancements are also provided.