

PLANS EXAMINER

DISTINGUISHING FEATURES OF THE CLASS:

This is technical work involving the study and evaluation of building plans and specifications within the jurisdiction of a municipal Building Inspector's office. Plans and specifications for new buildings, and additions, alterations and repairs to existing buildings, are examined and reviewed for compliance with the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances, and the Multiple Residence Law. This class is distinguished from that of Deputy Building Inspector in that this position performs limited field work and does not perform the inspection of buildings or other structures. Work is performed under the general supervision of a Building Inspector I, II or III. Supervision of others is not normally a requirement of this position.

TYPICAL WORK ACTIVITIES:

1. Reviews plans and specifications for new and existing structures and monitors compliance with established building and zoning laws, codes and ordinances;
2. Routes plans and specifications to all departments and inspectors having responsibility for review of special aspects of the plans;
3. Coordinates special and general reviews of plans and specifications;
4. Prepares written reports on discrepancies found in plans and communicates discrepancies to individuals responsible for the preparation of the plans and reviews corrections of discrepancies;
5. Reviews plan amendments which may be submitted during the course of construction and coordinates amendments with field inspection personnel;
6. May explain the requirements of the Uniform Fire Prevention and Building Code, zoning and plumbing ordinances and the Multiple Residence Law to building contractors, architects and the general public;
7. Submits reports and recommendations on plans and specification reviews to Building Inspector;
8. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of State and local zoning and building codes, laws, rules and regulations and the New York State Uniform Fire Prevention and Building Code; thorough knowledge of the structure, functions, and operation of the City Building Department; ability to read, interpret, and evaluate plans in accordance with established codes and laws and monitor compliance and make recommendations; ability to apply guidelines, procedures and policies governing building plans and specifications; ability to prepare written material; ability to communicate and deal effectively with others; ability to establish and maintain good working relationships with others; tact; courtesy; good judgment; integrity; initiative, resourcefulness; physical condition commensurate with the demands of the position.

PLANS EXAMINER (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Engineering, Architecture, Construction Management or a related field and one (1) year of full-time work experience in plan review, preparation or construction inspection;
- OR (B) An Associate's Degree in Engineering Technology, Architectural Technology or a related field and three (3) years of full-time work experience in plan review, preparation or construction inspection;
- OR (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Full-time work experience as described in (A) and (B) above may be substituted for the education requirement on a year-to-year basis.