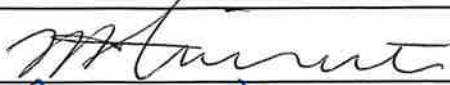



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Senior Plans Examiner		PAY GRADE: C44	
DEPARTMENT: Community Development	FLSA: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt		
REPORTS TO: County Building Official	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
BARGAINING UNIT: N/A	SUPERVISOR: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
APPROVED: 		3/5/2020	
Department Head/Elected Official		Date	
		3/5/2020	
Human Resources Director		Date	

I. PURPOSE SUMMARY. Reviews and evaluates plans for compliance with adopted codes and ordinances. Consults with, and provides recommendations and suggestions to the public regarding building plans and specifications. Prepares reports in regard to reviews of plans. Makes code interpretations as required. Responsible for supervision, scheduling, and reviewing daily workload for development technicians. Serves in the absence of the County Building Official. Assists development technicians and inspectors as necessary.

II. ESSENTIAL DUTIES. (A position may not include all of the duties listed, nor do the listed examples include all of the duties which may be found in a position of the class. An individual must be able to perform the essential functions listed below and a reasonable accommodation may be made available to qualified individuals with disabilities to perform the essential functions of the job).

1. Serves in the absence of County Building Official.
 - a. Coordinates and directs activities and operations of the Building Services Division to ensure compliance with Doña Ana County ordinances and adopted codes.
 - b. Handles matters of significance including problems, complaints, inquiries and personnel concerns.
 - c. Approves leave requests.
2. Supervises development technician positions.
 - a. Plans, assigns and directs work, resolving day-to-day problems.
 - b. Reviews staff's work to ensure completeness, accuracy and timeliness.
 - c. Participates in staff meetings and trainings.
 - d. Coordinates performance reviews with the building official. Administers personnel regulations; interviews and recommends for hire, and recommends appropriate disciplinary action.
 - e. Works with employees to build and maintain positive morale and motivation, and correct deficiencies.
3. Examines plans and blueprints for compliance with building, electrical, mechanical and plumbing codes, access requirements, and zoning ordinances.
 - a. Verifies plans and drawings to indicate the nature and character of work to determine conformance to building, electrical, mechanical, and plumbing code requirements.

- b. Approves issuance of construction permits.
 - c. Reviews existing and proposed building codes to become familiar with their use and application.
 - d. Provides technical assistance to construction industry and general public regarding code standards and regulation.
4. Provides customer service and responds to requests for information; consults with and provides recommendations and suggestions to the public and other county employees/officials regarding plans and specifications; interprets, applies, and explains codes and regulations.
 - a. Consults with architects, engineers, designers, contractors, and homeowners concerning deficiencies with structural and non-structural requirements.
 - b. Conducts meetings to provide guidance for the development of future projects and for change of building occupancy.
 - c. Works with inspectors in interpretation of plans and correction of violations on plans.
 - d. Works with customer counter to issue written permits, explains reviewer comments, process permit applications to establish proper routing, and assist public with general submittal requirements.
 - e. Answers questions and concerns related to building codes and requirements.
 5. Maintains records and files associated with plan review process, problems, and permits; prepares periodic reports and conducts surveys as required.
 - a. Maintains computer databases for tracking of plan routing process.
 - b. Maintains and updates processes related to plan review and storage.
 - c. Maintains statistical data related to plan review to be utilized in monthly reports and presentations made by the division/department.
 - d. Provide clearly written reports associated with plan review.
 6. Builds and maintains working relationships with other departments and agencies. Works closely with other agencies in review process such as flood, fire, engineering and planning.
 - a. Coordinates plan review activities with other County departments and outside agencies.
 - b. Provides technical information to other County staff and outside agencies as needed.
 - c. Research specific requirements for other departments and outside agencies for potential impact on construction plans.
 - d. Maintains a current contact list for applicable County departments and outside agencies.
 7. Interprets, applies, and enforces the provisions of land development codes, life/safety codes, accessibility standards, and other applicable federal, state, and local codes, laws, rules, regulations, specification, standards, policies and procedures.
 - a. Investigates and responds to complaints regarding illegal construction, safety or hazardous conditions.
 - b. Investigates work to ensure construction is being performed by licensed contractors with a county-issued permit and compliance with requirements.
 - c. Attends periodic training to enhance skills and maintain certifications.
 - d. Assists public with questions on development regulations, processes, as well as construction methods and materials.

8. Performs residential and commercial inspections as needed.

III. ADDITIONAL DUTIES. Performs other related duties as assigned.

IV. QUALIFICATIONS.

- A. Education.** Associate's degree in Engineering, Architecture, Construction Technology, or related field.
- B. Experience.** Five (5) years' experience in building inspection, plan examination, code interpretation, and/or general building construction. Two (2) years' of supervisory experience. Bilingual (English/Spanish) preferred.
- C. Education/Experience substitution.** In accordance with County Policy.
- D. Licenses/Certifications.** A valid, unrestricted driver's license. Must possess at least an ICC certification in plan review or inspection. NM CID inspection certification in any trade within 6 months of hiring. Additional ICC and NM CID inspection certifications preferred. Nationally recognized code organization certified building official certificate preferred.
- E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.).** Background and driver's license check required.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Must have knowledge of: Methods, materials and equipment used in building projects; principles and practices of building inspection and plan review; building construction methods, materials and design standards; Federal, state and regional building, plumbing, electrical, mechanical and accessibility codes; thorough knowledge of ICC, IAPMO and NEC adopted codes; applicable laws, standards and regulations relating to building inspection and safety; County zoning and building codes; principles of record keeping and records management; business and personal computers standard business software applications; County organization, operations, policies and procedures.

Must have skill in: Reading and interpreting complex plans and specifications, and communicating technical requirements to architects, engineers, contractors, developers and the general public; reading, interpreting, understanding and applying building standards and procedures, applicable Federal rules and regulations, and County policies and procedures; reading and interpreting drawings, plans and specifications; using computers and specialized engineering software applications, including CAD & GIS systems; demonstrating effective interpersonal relationships in bringing people together to solve problems; using initiative and independent judgment within established procedural guidelines.

Must have ability to: Interpret relevant codes and ordinances and identify their interrelationship; Assess and prioritize multiple tasks, projects and demands; communicate effectively in verbal and written forms; establish and maintain effective

working relations with employees, officials, other development agencies and the general public; and firmly and impartially exercise supervisory authority.

2. **FREEDOM TO ACT.** The supervisor sets the overall objectives and resources. The position is responsible for planning and carrying out the assignment, resolving most conflicts and interpreting policy in terms of established objectives. Work is reviewed for feasibility, compatibility with other work, or effectiveness in meeting expected results.
3. **GUIDELINES AND JUDGMENT.** Guidelines are broadly stated and nonspecific; e.g., broad policy statements and basic legislation that require extensive interpretation. The employee must use judgment and ingenuity in interpreting the intent of the guides that do exist and in developing applications to specific areas of work. Frequently, the employee is recognized as a technical authority in the development and interpretation of guidelines.
4. **PHYSICAL DEMANDS.** The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, kneeling, crouching, crawling, stooping, stretching, reaching, or similar activities; or recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.
5. **WORK ENVIRONMENT.** The work involves moderate risks or discomforts that require special safety precaution. Employees may be required to use protective clothing or gear.
6. **SUPERVISORY RESPONSIBILITY.** Includes planning overall work objectives and establishing priorities consistent with broad goals and objectives; develops, modifies and approves work methods or procedures; coordinates diverse work activities; allocates available resources consistent with the established budget; reviews operations to determine whether goals and objectives are being met; have full supervisory responsibilities including recommending hiring, firing, promotions and completing performance evaluations.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee *Date*