



**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: Plans Examiner	PAY GRADE: C41
DEPARTMENT: Community Development	FLSA: <input type="checkbox"/> Exempt <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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APPROVED: <u></u>	<u>7/17/19</u>
<i>Department Head/Elected Official</i>	<i>Date</i>
<u></u>	<u>7-17-19</u>
<i>Human Resources Director</i>	<i>Date</i>

I. PURPOSE SUMMARY. Under general supervision, review residential, industrial and commercial plans for compliance with building, zoning, fire and accessibility codes, ordinances and standards. Consult with, and provide recommendations and suggestions to the public regarding building plans and specifications. Prepare reports in regard to reviews of plans. Make code interpretations as required. Assist development technicians and inspectors as necessary.

II. ESSENTIAL DUTIES.

Examines plans and blueprints for compliance with building, electrical, mechanical and plumbing codes, access requirements, and zoning ordinances.

- Verifies plans and drawings to indicate the nature and character of work to determine conformance to building, electrical, mechanical, and plumbing code requirements.
- Approve issuance of construction permits.
- Reviews existing and proposed building codes to become familiar with their use and application.
- Provides technical assistance to construction industry and general public regarding code standards and regulation.

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.

- Consults with architects, engineers, designers, contractors, and homeowners concerning deficiencies with structural and non-structural requirements.
- Conducts meetings to provide guidance for the development of future projects and for change of building occupancy.
- 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.
- Answers questions and concerns related to building codes and requirements.

Maintains records and files associated with plan review process, problems, and permits; prepares periodic reports and conducts surveys as required.

- Maintains computer databases for tracking of plan routing process.
- Maintains and updates processes related to plan review.

- Maintains statistical data related to plan review to be utilized in monthly reports and presentations made by the division/department.
- Provide clearly written reports associated with plan review.

Builds and maintains working relationships with other departments and agencies. Plans examiner will work closely with other agencies in review process such as flood, fire, engineering and planning.

- Coordinates plan review activities with other County departments and outside agencies.
- Provides technical information to other County staff and outside agencies as needed.
- Research specific requirements for other departments and outside agencies for potential impact on construction plans.
- Maintains a current contact list for applicable County departments and outside agencies.

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.

- Investigates and responds to complaints regarding illegal construction, safety or hazardous conditions.
- Investigates work to ensure construction is being performed by licensed contractors with a county-issued permit and compliance with requirements.
- Attend periodic training to enhance skills and maintain certifications.
- Assist public with questions on development regulations, processes, as well as construction methods and materials.

Performs residential and commercial inspections as needed.

- Conducts on the job building, electrical, mechanical, or plumbing inspections of assigned new and remodeled sites and structures at different stages of construction.
- Reviews plans and specifications, materials, layouts, and equipment.
- Performs inspections of construction projects for compliance with occupational health and safety requirements.
- Issues and posts red tag, stop work orders, corrective action notices and court citations when construction codes do not meet building code or plan specifications.
- Testify in court and before County board commissions as required.

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

IV. QUALIFICATIONS.

A.Education. Associate 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. 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 and NM CID inspection certification in any

trade. Additional ICC and NM CID inspection certifications preferred. NM CID electrical inspection certification 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: 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; 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: 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.

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. The number and similarity of guidelines and work situations require the employee to use judgment in locating and selecting the most appropriate guidelines, references and procedures and for application and in making minor deviations to adapt to specific cases.

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. The position may perform work of the same or comparable nature and difficulty as subordinates; or may assist a higher level supervisor with some supervisory duties such as coordinating and monitoring the flow of work, or training and assisting subordinates.

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*