



City of Irving Job Description

Commercial Plans Examiner

FLSA Status:	Non-Exempt	Job Department:	Inspections
Job Code:	05512	Reports To (Job Title):	Chief Plans Examiner

PURPOSE

Support the city Strategic Plan “Speed-to-Market” and “Safety in the Built Environment” actions by: reviewing building permit documents and construction drawings for compliance with codes and ordinances; and providing guidance in proper building design and permit issuance for citizens, contractors, engineers, developers, and businesses.

ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.*

- Review construction plans to ensure compliance with codes and ordinances; perform reviews in a timely manner to maintain competitive cycle times.
- Serve as project manager for engineers, building contractors, architects, and developers in the design of new commercial and residential buildings for code and ordinance compliance.
- Review and research site plan zoning cases; assign addresses to newly developed plats.
- Prepare code analyses under the direction of the Chief Plans Examiner.
- Create and maintain building code informational handouts related to commercial and residential construction for the city staff and the public. Update and maintain PC databases.
- Communicate technical information to technically and/or linguistically challenged customers in person and on the telephone.
- Study code and ordinance changes, attend educational seminars and confer with other plan reviewers to stay current with construction trends and inspection procedural innovations.
- Lead informational meeting and otherwise advise field inspectors of extraordinary circumstances and special concerns with construction projects.

OTHER DUTIES AND RESPONSIBILITIES

- Set up and attend pre-development meetings, run the stand-up meetings, and attend the technical review committee as needed.

SUPERVISORY RESPONSIBILITIES

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 15 employees.

FINANCIAL / BUDGETARY RESPONSIBILITY

Forward payments for permits to Customer Service/Finance.

QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skill, and/or ability required.*

EDUCATION

- Equivalent to a High School Diploma or GED, *and* some related (architectural, engineering, or construction technology) college or vocational education.

EXPERIENCE

- Minimum of two (2) years of permit specialist or construction experience or equivalent.

CERTIFICATES, LICENSES, REGISTRATIONS

- Appropriate valid Texas driver's license.
- International Code Council (ICC) Permit Technician certification, or the ability to obtain within six (6) months of employment.
- ICC Plans Examiner certification within one year of employment.

KNOWLEDGE OF

- Codes: In depth understanding of the international building, residential, accessibility, and energy codes; local, state and federal laws regarding construction and permitting; and procedures for bringing and keeping properties in[to] compliance with applicable property codes.
- Building Plans: Techniques and principles involved in plan review of precision technical plans, blueprints, drawings, and models. Keep up to date with construction methods and terms.
- Creative Problem Solving: Within the parameters of code and ordinance requirements, seek alternative solutions. Instruct and explain to customers on how to get to their desired end result.
- Record Keeping: Principles and practices for collection and recording of information for use in report presentations, open records, data recovery, and plan retrieval.
- Mathematics: Mathematical calculations and basic geometry.

SKILLS AND ABILITIES IN

- Technical Capacity: Performing plan reviews, which includes: Reading and interpreting blueprints, construction documents, and specifications; paying attention to detail in plan review and project management; organizing and prioritizing projects; and maintaining department speed-to-market cycle times which provide a highly-acclaimed competitive advantage for the City of Irving.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.

- Service Orientation: Actively looking for ways to help people and providing exceptional customer service including a practice of determining code alternatives to provide customer valued solutions to their code and ordinance challenges.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand concepts, in order to rectify issues with projects.
- Composure under Duress: Remaining composed and making sound decisions during stressful or sensitive circumstances.
- Functional Supervision: Motivating, developing, and directing people as they work.

GUIDANCE RECEIVED

Direction and Varied Methods

Typically receives general direction about assignments and work results to be attained. Requires judgment to determine which methods apply and what data/information should be considered.

Position must think through how issues can be addressed within existing policies and procedures and may assist others with more complex work methods and problems.

CONTACTS

Architects, Engineers, contractors, Boards and Commissions, citizens and property owners, Texas Department of Licensing and Regulation, Texas Board of Professional Engineers, Texas Board of Architectural Examiners, International Code Council, Las Colinas Association, Dallas County Utility and Reclamation District, Dallas County Appraisal District, US Post Office, Tarrant County 911, North Texas Chapter of International Code Council, and North Texas Council of Governments (Building and Energy), etc.

EQUIPMENT AND PROPERTY

Computer, printer, scanner, large format scanner, plotter, cell phone, phone system, copier, architect's and engineer's scales, automobile, city-wide and department specific software applications.

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.*

The employee constantly is required to listen and see. Frequently, s/he is required to balance, carry, grasp, handle, feel, kneel, lift up to 50 pounds, pull, push, sit, stand, stoop, talk, and/or walk. S/he occasionally is required to reach and drive a vehicle.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.*

Typical office environment; the noise level in the work environment usually is moderate.

* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Note: A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.