

TITLE: Plans Examiner

PI/3-414

DEPARTMENT: Permits and Inspection, Fayette County

JOB SUMMARY: This position is responsible for insuring code compliance of all residential and commercial plans.

MAJOR DUTIES:

- o Plans, organizes, and prioritizes daily work assignments and work activities.
- o Reads and interprets residential and commercial construction documents and plans, specifications, calculations, and related documentation for conformance to codes, amendments, ordinances, regulations, specifications, and standards.
- o Reviews structural calculations, energy calculations, electrical calculations, truss packages, and engineer designs and specifications.
- o Performs various measurements and calculations utilizing general mathematics, geometry, or trigonometry; calculates electrical loads, conduit fill, minimum amperage, structural strength of materials, vertical or lateral loads, and wind pressure and uplift.
- o Documents and maintains accurate records of plan reviews, inspections, actions taken, and regulatory efforts; prepares written reports and correspondence.
- o Meets and confers with contractors, builders, design professionals, and the general public to address concerns, code questions, building or plan review requirements, alternatives, and policies and procedures.
- o Develops and maintains knowledge of construction technology, methods, and materials; updates code knowledge through regular continuing education; develops and conducts training for less experienced inspectors; participates in professional development activities.
- o Performs professional level detailed inspections of new, existing, and damaged residential and commercial structures for conformance to codes, amendments, ordinances, regulations, specifications, and standards.
- o Reviews and interprets codes, ordinances, amendments, commentaries, manufacturers' installation instructions, product listing, and label criteria.
- o Issues correction notices, notices of violation, stop work orders, and certificates of occupancy.

- o Assesses damages to residential and commercial structures from disasters caused by fire, flood, tornados, vehicular impact or other natural or man-made event to determine immediate hazards that jeopardize public safety; prepares disaster assessment reports and posts property to limit or restrict access based on hazard.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of laws, ordinances, construction codes, policies, standards, and regulations related to the job.
- o Knowledge of safety processes and procedures.
- o Knowledge of computers and job related software programs.
- o Skill in interpreting complex information and in conveying it to others in a accurate, complete, and understandable manner.
- o Skill in operating various types of tools and equipment.
- o Skill in public and interpersonal relations.
- o Skill in oral and written communication.

SUPERVISORY CONTROLS: The Assistant Permits and Inspection Director assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES: Guidelines include county code, the Policy and Procedures Manual, Administration Manual, Zoning Ordinance, Georgia Model Manufacture Home Installation Guidelines, Wood Frame Construction Manual, manufacturers installation instructions, the county employee handbook, and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY: The work consists of varied administrative and technical plan review duties. Strict guidelines contribute to the complexity of the position.

SCOPE AND EFFECT: The purpose of this position is to enforce construction codes through the examination of construction plans. Success in this position results in the enforcement codes and amendments.

PERSONAL CONTACTS: Contacts are typically with co-workers, developers, contractors, homeowners, environmental health professionals, fire and emergency personnel, and members of the general public.

PURPOSE OF CONTACTS: Contacts are typically to give or exchange information; resolve problems; provide services; or justify, defend, negotiate, or settle matters.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table or while intermittently standing, walking, bending, crouching, or stooping. The employee occasionally lifts light and occasionally heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is typically performed in an office and outdoors. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, irritating chemicals, and occasional cold or inclement weather.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

SPECIAL CERTIFICATIONS AND LICENSES: Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

ADA COMPLIANCE: Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

HIPAA COMPLIANCE: The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

DRUG AND ALCOHOL COMPLIANCE: In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

MINIMUM QUALIFICATIONS

- o Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- o Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- o Possession of a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- o Possession of a valid/current certification from the International Code Council (ICC) as a Residential Combination Inspector; Commercial Building Inspector; and 2 additional Commercial certifications (Electrical, Mechanical, or Plumbing); Building Plans Examiner; and (Electrical, Mechanical, or Plumbing) Plans Examiner certifications.