

## CITY OF GLENDALE

<b>TITLE:</b>	<b>Plans Examiner</b>	<b>CLASS CODE:</b>	<b>581</b>
<b>REPORTS TO:</b>	<b>Plans Review Manager Or Fire Marshal</b>	<b>GRADE:</b>	<b>26</b>
<b>DEPARTMENT:</b>	<b>Building Safety or Fire</b>	<b>FLSA:</b>	<b>E</b>

**JOB SPECIFICATION DATE: March 6, 2006 mac**

### JOB SUMMARY

Analyzes and interprets complex construction documents, including review of structural and hydraulic calculations and building, electrical, plumbing, mechanical, and fire and life safety code compliance for the Plans Examining Division of the Building Safety Department and Fire Prevention Division of the Fire Department.

### ESSENTIAL FUNCTIONS

1. Reviews and interprets building and structural construction documents and reports for commercial, industrial, and Residential projects to ensure compliance with construction city codes, ordinances, standards, and amendments.
2. Advises architects, engineers, contractors, the general public, and staff on code changes, interpretations, new methods and materials; negotiates solutions to code conformance problems and fire and life safety issues.
3. Performs structural engineering calculations to analyze structural members and assemblies for vertical and lateral loads, seismic and stress analysis, and integrity for residential analysis.
4. Identifies inadequacies found on construction plans, reports and calculations, and requires corrections.
5. Negotiates and develops mutually acceptable solutions to code conformance problems and life safety issues with architects, engineers, contractors, and the public.
6. Provides coordination with city Fire Department regarding fire and life safety issues.
7. Deals with and resolves potentially hostile situations with customers.
8. Provides quality customer service while functioning in a regulatory capacity.
9. Maintains plan review data status on computer; updates status as necessary.
10. Maintains plan review records and files.
11. Participates as a committee member in various local, state, and other professional organizations to discuss code related issues and attend meetings relating to plan review, building safety, fire and life safety, and construction.
12. Assists building inspectors and fire inspectors with field reviews of structures to determine structural soundness, proper installation, materials or equipment.
13. Assists Plan Review Manager and Fire Marshal by recommending changes in codes to resolve interpretation problems and to accommodate and control new methods and materials.
14. Researches alternate products, materials and methods of construction for compliance, and make recommendations to the Fire Marshal and Plans Review Manager.
15. Provides management with Fire Department information relating to projects going through city development services center.
16. May instruct Fire Department personnel relating to city water system and related hydraulics.

### SECONDARY FUNCTIONS

17. Performs other related duties as required.

## **KNOWLEDGE, SKILLS, ABILITIES**

### **Knowledge of:**

All major types of building construction, materials, and methods  
Building, fire and related codes, regulations, and ordinances of local and other governmental agencies  
Fire protection engineering relating to hydraulics and fire detection systems  
Hydraulics as applied to sprinkler systems and fire prevention  
Engineering mathematics and structural engineering principles in the design of reinforced concrete, steel, and timber, as applied to construction of buildings and other structures  
Electrical and mechanical engineering principles as applied to the design and installation of mechanical equipment and systems in buildings  
Field inspection procedures and techniques  
Computers and their applications in plan review  
Other government agencies' regulations, such as the State Registrar of contractors and the State Board of Technical Registration

### **Ability to:**

Apply engineering knowledge and follow proper plan check techniques to examine workmanship and materials; and detect deviations from plans, regulations, and standard construction practices  
Establish and maintain effective working relationships with architects, engineers, contractors, city staff, and the general public  
Read, interpret, and explain codes, engineering calculations, building plans, plot surveys, specifications, and blueprints  
Perform and analyze structural engineering and mathematical calculations to analyze structural members and assemblies for structural integrity and use various engineering devices and reference materials  
Interpret and apply federal, state, and local laws, codes, and ordinances  
Communicate effectively verbally and in writing  
Explain code requirements and plan review procedures to persons with various backgrounds  
Successfully resolve problems with a diverse group of people  
Work independently and perform tasks involving numerous details  
Concentrate and be absolutely accurate in the complete analysis and interpretation of a set of highly technical construction documents

## **WORKING CONDITIONS**

Office setting with occasional field inspections.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in building construction, engineering, architecture, fire science, or related field; three years experience in plans review, building inspection, fire inspections or construction contracting management.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

A valid Arizona driver's license

ICBO or ICC certification as a Plans Examiner within two years of appointment for general Plans Examiner

International Fire Code Certification within one year of hire for Fire Plans Examiner