

CITY OF HELENA



Position Title: Plans Examiner

Department: Community Development Division: Building

FLSA: Non-Exempt

The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

Job Purpose:

This position is responsible for providing a variety of routine and complex technical work in the review and approval of building construction plans, building code interpretations and communication with public on applicable state and city adopted codes.

Essential Duties: *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

Plan Review:

This position will provide interpretations, explanations and provide guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties; Answers questions regarding building codes and requirements for the public.

The incumbent reviews and evaluates proposed building plans, specifications and related documents to insure that proposed construction complies with building, electrical, plumbing, mechanical, and energy codes, and with fire, environmental, flood hazard, barrier free requirements, landscape and site preparation standards, regulations or ordinances; performs review activities in coordination with goals and objectives as established by position supervisor and with division staff, associated city staff – notably City Public Works and Engineering, Planning and Fire.; applies valuations and permit costs for new projects based on codes, regulations and policies; and maintains complete and accurate records of approved plans and chronology of the review process.

Essential Knowledge, Skills and Abilities Related to this Position:

Knowledge of:

- Thorough knowledge of the International Building Codes, National Electrical Code, Uniform Plumbing Code, International Mechanical Code, other adopted construction codes and city ordinances and standards.
- Working knowledge of construction, carpentry, electrical, cement, mechanical, or plumbing work, and skill in applying knowledge of building codes, zoning and land use regulations.

Skill or ability to:

- Operate modern office equipment and software, including word processing and permitting software; calculator; copy machine; phone; drafting equipment.
- Interpret and apply the codes, policies, procedures, laws and regulations pertaining to projects.
- Establish effective working relationships with contractors, developers, architects, engineers, owners, and the general public, and to maintain a customer service oriented approach to the work;
- Establish, maintain and foster positive and harmonious working relationships within the Building Division, with other city departments and staff, and with the public and professional communities regularly contacted in the daily course of work.
- Read and understand complicated plans and blueprints;
- Communicate clearly and concisely, both orally and in writing.

Physical Demands:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, climb, see, hear, and lift up to 25 lbs. Ability to travel to different sites and locations. This position is generally an office environment setting with some outdoor exposure to cold, heat, noise, outdoors, mechanical hazards, and electrical hazards.

Safety

Perform all functions in the safest possible manner and according to city policies and procedures. Participate fully with safety trainings. Reports unsafe work conditions and practices, work-related injuries, illnesses, and near-misses as soon as possible to assigned supervisor.

Minimum Qualifications (Education, Experience and Training):

This position requires a minimum of an Associate's degree in structural, civil or related architectural or engineering discipline and two years of progressively responsible work experience performing plan review functions for a code compliance regulatory agency; **OR**

Successful completion of a building trade-related 'apprenticeship' training program and two years of progressively responsible work experience performing plan review functions for a code compliance regulatory agency; **OR**

Certification by a recognized professional association as a plans examiner or building inspector.

Other relevant combinations of education and work experience may be evaluated on an individual basis.

License or Certificate:

Possession of Residential Plans Examiner certification within six months (6) of hire with the ability to obtain the Building Plan Examiner certification within eighteen months (18) of hire:

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Supervision Received:

Works under the general supervision of the Senior Plans Examiner

Supervision Exercised:

None

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.