

## **PLANS EXAMINER, LEADWORKER**

### **JOB PURPOSE AND SUMMARY**

This position is responsible for technical residential and commercial building plans review work which includes leadworker responsibilities for Plans Examiners.

Positions of this classification lead the work of a group of plans examiners engaged in reviewing building construction plans and materials to ensure conformance with local zoning, building fire, plumbing and mechanical codes. Incumbents prioritize, assign, coordinate, monitor and evaluate work; provide technical assistance; resolve minor work or personnel problems; and make recommendations to the Chief Building Official regarding performance evaluations, discipline, training, major job reassignments, and recruitment selection.

Guidelines are available in the form of codes, regulations, policies, procedures and instructions. However, incumbents may be confronted with situations in which they must use considerable judgment in interpreting or applying guidelines. Incumbents may also analyze and evaluate existing guidelines, procedures and policies; recommending changes as appropriate.

General supervision is received from the Chief Building Official and Asst. Chief Building Official. The Chief Building Official or Asst. Chief Building Official makes assignments by defining objectives, priorities and deadlines and assists the incumbent with unusual situations or problems which do not have clear precedents. The incumbent plans and carries out the work independently and is expected to resolve problems in accordance with instructions, policies and accepted practice.

Work is reviewed through periodic conferences, reports and through the adequacy and accuracy of resulting records. Work is evaluated for thoroughness, accuracy, timeliness, effectiveness in interpersonal communication.

### **KEY OR TYPICAL TASKS AND RESPONSIBILITIES**

- Coordinates and leads the work of subordinates engaged in reviewing structural, plumbing, gas fitting, refrigeration, heating, and other construction, installation or modification; confers with plans examiners on work problems. Reviews plans and assists in reviews as needed during vacation or other leaves and periods of heavy activity.
- Reviews residential and commercial plumbing plans for all plumbing and sewage disposal systems, repairs, alterations, renovations and installations.
- Reviews commercial and residential mechanical installation plans such as air handling units, furnaces, air conditioners, evaporator coolers, ventilation systems, refrigeration systems, incinerators and gas piping.

- Reviews plans of residential, commercial, and public curbs, driveways, sidewalks, and construction sites as directed to assure conformance with County standards, zoning codes, specifications, and proper drainage.
- Reviews plumbing, building, and mechanical code interpretations as required.
- Makes recommendations for changes in ordinances, regulations, policies and procedures governing the building inspection program.

### **QUALIFICATIONS**

- Four (4) years full-time work experience as a building, plumbing, or mechanical inspector or equivalent.

#### **License or Certificate:**

- Fully certified Plumbing Inspector through ICC, IAPMO, IMC or other approved organizations, or have a Washington State Plumber Journeyman's Certificate.
- Fully certified Building Inspector through ICC or other approved organization...
- Fully certified Mechanical Inspector through ICC or other approved organization.
- Certified Building Plans Examiner through ICC or other approved organization.
- Certified Fire Plans Examiner through ICC or other approved organization.
- Must have a valid motor vehicle operator's license at time of hire.

**Knowledge of** county and state building code and zoning ordinances; adopted Building, Plumbing and Mechanical codes; all major types of building construction, materials and equipment, and the stages of construction when possible defects may occur in building, electrical, plumbing and mechanical work which violates codes and standards.

**Ability to** lead and coordinate the work of a group of technical personnel in a manner conducive to full performance and high morale; proficiently conduct all phases of plumbing, building and mechanical inspection for commercial and residential structures; handle emotionally charged or controversial situations with diplomacy and tact so as to elicit cooperation and compliance with codes, rules or regulations; understand and interpret residential and commercial plans, diagrams, blueprints and specifications; prepare and deliver testimony before the Building Board of Appeals and the Land Use Enforcement Hearings; express ideas clearly and concisely, orally and in writing to both staff and the public; enforce laws, ordinances, rules and regulations firmly, tactfully and impartially; establish and maintain effective relationships with developers,

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contractors, builders and the general public; read and comprehend technical codes and analyze situational variations to determine the correct response.

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