



Building Plan Reviewer

Community Development

Position # : CDD 512
FLSA: Exempt
Grade: 21

JOB SUMMARY

This position is responsible for reviewing building plans to ensure compliance with all applicable codes and ordinances and for performing building inspections to enforce all applicable codes and ordinances.

MAJOR DUTIES

- Performs plan reviews for all residential structures and detached accessory structures.
- Performs plan reviews for all commercial buildings.
- Investigates proposed building sites for moderate to high shrink-swell soils.
- Performs inspections of residential construction.
- Issues stop work orders as appropriate; conducts re-inspections to determine compliance.
- Provides information and assistance to customer regarding the review and inspection process.
- Attends pre-construction meetings; assists Building Official with pre-construction meetings on commercial projects.
- Conducts site visits on existing buildings for future changes.
- Assists in maintaining the building inspection database.
- Prepares a variety of regular and special reports.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the principles and practices of commercial, industrial, and residential construction.
- Knowledge of the techniques, methods and trends related to building inspection and codes administration.
- Knowledge of federal, state and local building codes and safety requirements.

- Knowledge of structural, electrical, gas, mechanical, plumbing, and fire prevention codes for building construction.
- Knowledge to obtain certification in structural, mechanical, electrical, gas, plumbing, construction plan review and amusement device inspections.
- Knowledge of county planning and zoning ordinances.
- Knowledge of construction industry standards.
- Skill in performing mathematical calculations.
- Skill in reviewing site plans and subdivision plats.
- Skill in the use of a computer.
- Skill in using such inspection, test, and measurement equipment as amp meters, circuit testers, and rulers.
- Skill in maintaining files and records.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Building Official assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include adopted building codes, zoning and planning ordinances, and county and department policies and procedures. These guidelines require judgment, selection, and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied plan review and building inspection duties. Strict regulations, combined with the unique nature of each case in question, contribute to the complexity of the work.
- The purpose of this position is to conduct reviews of residential and commercial building plans. Successful performance ensures compliance with all relevant building codes and ordinances.

CONTACTS

- Contacts are typically with co-workers, other county employees, general and subcontractors, real estate personnel, business leaders, property owners, developers, surveyors, architects, engineers, and the general public.
- Contacts are typically to give or exchange information, resolve problems, and negotiate, defend, or

settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending or crouching. The employee must frequently lift light and occasionally heavy objects, climb ladders, and distinguish between shades of color.
- The work is typically performed in an office and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt and grease. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

None.

MINIMUM QUALIFICATIONS

- 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.
- 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.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Virginia for the type of vehicle or equipment operated.
- Possession of or ability to readily obtain the appropriate state certification for the type of inspection(s) conducted and for structure and non-structural plan review of all plans submitted.