

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

### Building Plans Reviewer

**Department:** Community Development

**Pay Grade:** 511

**FLSA Status:** Exempt

**Job Code:** C602

#### JOB SUMMARY

The purpose of this classification is to perform complex technical review of building construction plans for compliance with applicable federal, state and local codes. Reviews and analyzes site plans; reviews structures in the process of construction, alteration or repair for compliance with all applicable codes.

#### ESSENTIAL JOB FUNCTIONS

- Performs reviews of construction plans and specifications and checks calculation of buildings to ensure compliance with approved and adopted codes; approves building permits prior to permit issuance; calculates building permit fees.
- Coordinates plan review and approval with other city departments and divisions for which approval is required as a prerequisite for the issuance of a building permit.
- Participates in various building permit and inspection related duties; reviews and analyzes construction plans; coordinates construction plan; redlines corrections with applicants and other agencies; submits, maintains, and controls all building permit files.
- Provides information to customers regarding the building codes and related codes, including, but not limited to, regulations on occupancies, structures, electrical, mechanical, plumbing, life safety, accessibility, energy conservation and other construction related issues.
- Performs routine and non-routine administrative tasks in support of departmental operations; calculates fee parameters for building permits; prepares correspondence, reports and related documents.
- Communicates with and responds to various groups and individuals, including the general public, architects, engineers, contractors, property owners, and applications; receives and

refers complaints and inquiries to inspectors who interact with applicants or contractors; interacts with other City department representatives; attends, as needed, pre-application meetings.

- Provides assistance and coordination for the building plan review process; resolves technical issues by recommending or approving modifications and alternative materials or methods as appropriate.
- Conducts site inspections during plan review as needed to understand existing site conditions.
- Performs building inspections as needed to ensure compliance with approved building plans and applicable building codes.
- Assists code enforcement investigation of construction related issues and violations as needed.
- Works with permit technician or other staff to ensure plan review information is entered into permitting software system.
- Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department.
- Represents the department in various meetings as necessary.
- Serves in the absence of the Chief Building Official.
- Performs other related duties as required.

### **MINIMUM QUALIFICATIONS**

#### **Education and Experience:**

Requires a High school diploma or equivalent, two (2) years of experience in architecture, structural engineering, building design, inspections, construction and/or plan review experience; or any equivalent combination of education training, and experience which provides the requisite knowledge, skills and abilities for this job.

#### **Licenses or Certifications:**

- Possession of certification as building plans examiner within 12 months of hire.
- Possession of certification as combination plans examiner, building inspector, and permit technician is desired, but not required.
- Obtain Georgia Soil and Water Conservation Commission (GSWCC) Level IA and IB certification within one year of employment.
- Possess and maintain a valid Georgia driver's license with a satisfactory motor vehicle record (MVR).

#### **Knowledge, Skills and Abilities:**

- Knowledge of State of Georgia Building Codes, including Energy, Plumbing, Mechanical, Gas and Electric Codes.
- Knowledge of construction materials, practices and procedures. Must have a high level of attention to detail on a daily basis to conduct thorough inspections ensuring code compliance.

- Ability to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position.
- Ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.
- Ability to perform in a supervisory capacity over subordinates.
- Ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.
- Ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- Ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

#### **PHYSICAL DEMANDS**

The work is light work which requires the ability to exert very moderate effort in light work, typically involving some combination of stooping, kneeling, crouching, crawling, and climbing, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

#### **WORK ENVIRONMENT**

Work is regularly performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

**The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

*The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.*