



PLANS EXAMINER CHIEF

DEPARTMENT: County Administration/Building Safety & Permits

NATURE OF WORK:

Works in partnership with contractors/builders and other County divisions/departments to ensure all structures are designed and constructed to protect the life, safety, and well-being of its occupants.

Reviews all residential and commercial construction documents and specifications for new construction, additions, and alterations to ensure compliance with all applicable building codes and standards. Work is performed under the general supervision of the Director of Building Safety & Permits.

ESSENTIAL FUNCTIONS OF THE JOB:

Performs technical review of construction documents and specifications to ensure that drawings and specifications for all structures comply with the Virginia Uniform Statewide Building Codes, including national structural, fire resistance, fire suppression, energy conservation, mechanical, plumbing, and electrical codes prior to issuance of County building permits; ensures that drawings are prepared in conformance with Virginia laws governing the professional practice of architecture and engineering.

Reviews drawings and specifications for commercial structures and issues written determinations of compliance with building code standards, Virginia design professional licensure statutes, and County zoning, fire protection, and utility connection requirements; reviews drawings for dwellings and accessory structures and recommends corrections of structural and other building code-related inadequacies.

Ascertain that all proposed dwellings and accessory structures have been reviewed and approved for conformance with County zoning and subdivision ordinances and that all commercial building construction conforms to site plans approved by the County.

Checks submitted plats of all residential and accessory structures for conformance with assessment records, approved subdivision plats, County zoning setbacks and Chesapeake Bay issues: notifies applicants of permit denials and provides explanation of same; verifies size and configuration of all buildings for conformance with County-approved site plans and submitted dimensions of residential plats.

Verifies that building permit fees are correctly calculated and permits, bonds, and fees required by other county departments, such as land-disturbing permits, Virginia Health Department sewage disposal and well permits, and water and sewer tap fees, are in order prior to issuance of building permits.

Responds to daily questions from the public relating to residential structural design and conformance to one- and two-family codes; responds to inquiries from architects, builders, and County inspectors regarding interpretation and application of national building codes for commercial structures.

Responds to questions from County inspectors regarding specifics of building codes.

Provides oversight and support for Building Safety & Permits clerical and technical staff in their absence and during periods of peak public demand.

Maintains files on written project reviews, professional inspections, and certification of major structures and projects pending permits requiring special consideration.

Plans, supervises, and reviews submission of special professional inspection reports and material testing for complex structures and accepts or rejects the analysis.

Attends meetings and seminars regarding current code interpretations and implementations; keeps abreast of current techniques and innovations in construction, design, and code enforcement.

Provides information to County Administration regarding design, construction and repair of County-owned buildings; provides copies of drawings for commercial projects to Fire Department and responds to their questions regarding same.

Prepares reports related to office permitting activities.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Work is performed primarily in an office setting. Operates general office equipment, to include telephone, calculator, computer keyboard, and copier.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of principles and practices of architectural, structural, electrical, piping, and heating, ventilating, and air conditioning design.

Thorough knowledge of regulations and codes governing building construction and building systems.

Considerable knowledge of specifics and field procedures concerning all aspects of building construction.

Considerable familiarity with the County zoning ordinance and planning policies.

Knowledge of the principles and techniques of management and supervision.

Ability to interpret surveying and land use documents.

Ability to clearly communicate technical and detailed information both verbally and in writing.

Ability to negotiate effectively complex technical issues involving related parties (owner, architect, contractor) having projects under review by the County.

Ability to schedule and prioritize work of extreme diversity in size, complexity, and importance.

Ability to provide technical guidance to clerical and secretarial personnel.

Ability to develop and monitor a computer application for tracking the progress of building permit applications prior to the issuance of a building permit and during the construction.

Ability to provide professional architectural consultations on County owned facilities, or to provide construction management or supervision as required for projects.

Ability to coordinate the work of project personnel.

MINIMUM QUALIFICATIONS:

Bachelor's degree in architecture, engineering, or related field and considerable experience reviewing construction documents for Building Safety & Permits including commercial and industrial; or extensive experience in architectural design including structural, electrical, mechanical, and site design; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities, cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess or be able to obtain State certification as Building Plans Examiner.

Possession of or ability to obtain certification as an architect or professional engineer desirable.

Date: October 2006

PlansExamChief757_105_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Plans Examiner Chief
Department: County Administration

Position Number: 757
Division: Building Safety & Permits

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. *Mental Abilities:* General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. *Verbal Abilities:* Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- _____
- Not essential to job functions

2. Hearing/Listening:

- Ability to distinguish between different tones
- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift	✓						✓		
Push/Pull	✓						✓		
Hold/Carry	✓						✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- Step stool
- 8' to 10' step ladder
- Extension ladder
- Other _____
- Not essential to job function

- 1 flight
- 2 flights
- 3 or more flights
- Other _____
- Not essential to job function

- 1-2
- 2-3
- 3-4
- Other _____
- Not essential to job function

3. Ability to Stand, Sit, Walk, and Run:

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓							✓	
Sit				✓				✓	
Walk		✓						✓	
Run	✓						✓		

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

- Essential to job function: These characteristics are necessary (Check all that apply)
- Peripheral vision
 - Night vision
 - Focus (distinctness or clarity)
 - Color perception (discriminate between colors)
 - Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

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