



DEPARTMENT: County Administration/Building Safety & Permits

NATURE OF WORK:

Assists the Plans Examiner Chief by performing technical reviews of residential and commercial plans and specifications for new construction, additions, and alterations. Work is performed under the general supervision of the Plans Examiner Chief.

ESSENTIAL FUNCTIONS OF JOB:

Assists with technical reviews of construction documents to ensure compliance 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 professional practice of architecture and engineering.

Verifies that all building permit fees are correctly calculated, and permits and fees required by other County departments, such as land-distributing 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; assists the County plans examiner by responding to inquiries from architects, builders, and County inspectors regarding interpretation and application of national building codes for both residential and commercial structures. Makes recommendations for 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.

Assures that submitted plans of all residential and accessory structures have been reviewed and approved 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.

Assists with the maintenance of the divisions plan review computer database.

Assists with the preparation of reports related to office permitting and plan review activities.

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

Performs work safely in accordance with departmental safety procedures and the County Safety Program.

Operates equipment safely and reports any unsafe work condition or practice to supervisor.

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 PHYSICAL REQUIREMENTS:

Work is performed primarily in an office setting. Operates general office equipment, including telephone, calculator, computer keyboard and mouse, and copy and fax machines.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Considerable knowledge of principles and practices of architectural, structural, electrical, piping, and heating, ventilating, and air conditioning design as it relates to one and two family residential dwellings.

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

Knowledge of specifics and field procedures concerning all aspects of building construction.

Considerable knowledge of field procedures of land surveying.

Considerable familiarity with the County zoning ordinance and planning policies.

Ability to interpret surveying and land use documents.

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

Ability to assist with the negotiation of complex technical issues involving related parties (owner, architect, contractor) having projects under review by the County.

Ability to schedule and prioritize work.

MINIMUM QUALIFICATIONS:

Associates degree in Architecture, Engineering, or related field, Bachelor's degree preferable, and some experience in building code enforcement, including structural electrical, mechanical, and site design and experience reviewing building construction documents for code compliance; or three years of experience including the full array of building and site inspections including commercial and industrial; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skill cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess or be able to obtain within six (6) months of employment, State certification as Building Plans Examiner from the Virginia Board of Housing and Community Development in accordance with the Virginia Certification Standards as required by the current edition of the Virginia Uniform Statewide Building Code.

Requires the ability to travel among various work sites.

Date: July 2007

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Plans Examiner I
Department: County Administration

Position Number: 756
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:

- 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
- Not essential to job function

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 checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" 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.

<u>Ladders</u>	<u>Stairways</u>	<u>Steps</u>
<input type="checkbox"/> Step stool	<input type="checkbox"/> 1 flight	<input type="checkbox"/> 1-2
<input type="checkbox"/> 8' to 10' step ladder	<input type="checkbox"/> 2 flights	<input type="checkbox"/> 2-3
<input checked="" type="checkbox"/> Extension ladder	<input checked="" type="checkbox"/> 3 or more flights	<input checked="" type="checkbox"/> 3-4
<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____	<input type="checkbox"/> Other _____
<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> Not essential to job function	<input type="checkbox"/> 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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