

LEAD BUILDING PLANS REVIEWER

GRADE 34

GENERAL DEFINITION OF WORK:

FLSA Status: Non-Exempt

Performs difficult technical work in the reviewing of construction and site plans for code and policy compliance; issuing permits; inspecting work in progress; maintaining records and files; and preparing reports. Limited supervision is exercised over inspection personnel in the absence of the Building Official.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Serves as the lead in reviewing plans for code and policy compliance; maintaining appropriate records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Prepares comments for plans and permits not in compliance with codes and policies.
- Approves plans meeting code requirements by signing and sealing prior to issuance; attaches necessary notices.
- Researches code issues and requirements;
- Conveys building/code requirements to contractors, builders, owners, architects, engineers, and other applicants.
- Calculates fees by calculating specific building areas within plans.
- Performs general administrative functions such as logging plans into computer, maintaining files, copy and distributing files, preparing correspondence, etc.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all types of building construction materials and methods, and of stages of construction when possible violations and defects may be most easily observed and corrected; thorough knowledge of State building and related codes and laws and ordinances; ability to detect poor workmanship, inferior materials, and hazards of fire and collapse; ability to read and interpret plans, specifications and blueprints accurately and to compare them with construction in process; ability to contact building owners, contractors and the public and effect satisfactory working relationships; firmness and tact in enforcing building codes.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school supplemented by course work in engineering, architecture, or related field and considerable experience in general building construction and plans review work.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, crawling, walking, fingering, feeling, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, noise, hazards, and atmospheric conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of certification as a Building Plan Reviewer in the areas of assignment, certification as a building, fire protection, electrical, plumbing, and mechanical plan reviewer.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.