

PLANS EXAMINER ASSOCIATE

DEFINITION

Under direction, is responsible for reviewing building, electrical, mechanical, or plumbing plans and specifications for commercial and residential structures to determine conformance with governing codes, requirements, and relevant ordinances; performs closely related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Reviews building, electrical, mechanical, or plumbing plans and other related specifications presented by architects, engineers, contractors, and property owners to determine conformance with governing codes, requirements, and relevant ordinances;

Reviews and processes applications for permits to alter existing buildings or to erect new buildings; screens permit applications and plan submissions for general completeness and accuracy;

Reviews and approves submitted plans and construction documents for projects;

Confers with building officials or other superiors and recommends solutions to various problems concerning building plans and specifications and related provisions of building construction codes;

Responds and provides information to property owners, architects, contractors, or others concerning building, electrical, mechanical, or plumbing code related problems and inquiries;

Prepares correspondence for the signature of superiors as required;

Initiates correspondence such as plan approval letters or correction letters;

Consults with architects and engineers on preliminary reviews of new building plans to ensure conformance with governing codes, requirements, and relevant ordinances;

Attends required training sessions or classes in order to maintain valid certifications as a Building Plan Examiner, Electrical Plans Examiner, Mechanical Plans Examiner, or Plumbing Plans Examiner;

May perform on-site inspections to verify plan conformance with governing codes, requirements, and relevant ordinances;

May provide assistance in reviewing building plans for compliance with the Residential Code of Ohio, as needed.

MINIMUM QUALIFICATIONS

Possession of valid State of Ohio certifications in at least two (2) of the following: Building Plans Examiner, Electrical Plans Examiner, Mechanical Plans Examiner, or Plumbing Plans Examiner.

KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the materials and methods used in commercial and residential buildings; considerable knowledge of the Columbus Building Code governing structural parts of buildings; considerable knowledge of the Residential Code of Ohio; considerable knowledge of the Ohio Building Code (OBC), the Ohio Mechanical Code (OMC), the Ohio Plumbing Code (OPC), or the National Electric Code (NEC); considerable knowledge of English usage, grammar, spelling, and punctuation; ability to read and interpret technical regulations; ability to maintain records and prepare reports; ability to develop and maintain effective working relationships with others; ability to give instructions to others; ability to read and interpret building plans and specifications; ability to write and speak effectively; ability to operate a computer and related software.

Probationary Period:	365 Days
Examination:	Noncompetitive
Job Family/Group:	Protective Services/Inspections
EEO/DOJ Job Category:	Professional
Class established:	09-30-19
Current spec:	09-30-19
Commission action taken:	Create
Last reviewed:	09-30-19

The following is provided for informational purposes only. Compensation is subject to change through the Labor Relations Office of the Human Resources Department.

Compensation Plan:	<i>PENDING LEGISLATION</i>
Salary:	<i>PENDING LEGISLATION</i>
FLSA:	<i>PENDING LEGISLATION</i>