

## **CITY OF FULSHEAR** **PLANS EXAMINER**

### **CLASS SUMMARY**

**FLSA Status: N**

This is responsible technical work in Development Services providing review of commercial & residential building plans and other development-related submittals to ensure alignment with applicable city ordinances, plans, codes, and other regulatory standards. Under the general direction of the Director of Development Services, performs a variety of tasks associated with the activities of the department including the review of advanced technical development documents including but not limited to construction plans.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *(Any one position may not include all the duties listed nor do the listed examples include all duties which may be found in positions of this class. Allocation of positions to this class will be determined on the amount of time spent in performing the primary duties.)*

Reviews submittals for initial determination of alignment with City code and other regulatory requirements; examines plans and designs for conformance; reviews plans to ensure that construction meets local and national building codes, ordinances, and technical specifications; reviews mechanical, electrical, plumbing, structural, and drainage plans to ensure compliance with building codes and zoning and other local ordinances.

Provides analysis as requested to review various development-related submittals.

Confers with architects, contractors, builders, and the general public; explains and interprets requirements and restrictions of adopted codes, ordinances, and other regulatory standards.

Receives calls and answers questions about permits, code requirements, and other development-related activities; directs inquiries as necessary for resolution.

Receives necessary information from various data sources; verifies legal data including owners, tax records, and other data needed.

Maintains files and reports regarding departmental inspection activities and findings on all active projects.

Testifies in court as necessary.

Investigates and resolves public requests; determines alignment with City codes, ordinances, plans, and other regulatory standards; reports and recommends appropriate actions to the Director of Development Services.

Prepares correspondence and provides other administrative and technical support to Development Services and other staff.

Operates a variety of office equipment such as a personal computer with standard and customized business software, printer, photocopier, and calculator.

## **PLANS EXAMINER – Page 2**

Performs other tasks and duties as assigned or required related to the position and activities of the department.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT** *(The physical demands and environmental conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

While performing the duties of this job, the employee is regularly required to sit, stand, and handle or operate standard office equipment. The employee is frequently required to talk or hear. Specific vision abilities required by this job include close vision.

Ability to type in a sustained manner. Work is primarily performed in an office environment. Work involves exposure to normal everyday risks typical of offices.

### **MINIMUM QUALIFICATIONS**

Work requires possession of a high school diploma or GED, and at least three years of increasingly responsible construction and/or plans examiner experience; or any equivalent combination of education and/or experience that provides the following knowledge, abilities, and skills:

Knowledge of all applicable building and construction codes including Standard Codes, National Electrical Code, Housing Code, Unsafe Building Abatement Code, NFPA and ANSI standards.

Knowledge of ordinances relating to building and construction; Some knowledge of engineering and architectural design principles and practices.

Knowledge of appropriate business English and spelling.

Skill in the operation of modern office equipment, computer software programs, practices, and procedures.

Knowledge of City services, departmental operations and organization.

Ability to understand written instructions, construction codes, ordinances, technical manuals, blue prints, and construction drawings.

Ability to interpret, implement, explain, and enforce codes.

Ability to make decisions in accordance with established policies and procedures.

Ability to maintain records and prepare reports using prescribed policies and procedures.

Ability to provide excellent customer service with a calm professional manner in sometimes tense situations.

Ability to establish and maintain effective working relationships with city officials, employees, contractors, and the public.

**LICENSE, CERTIFICATE, OR OTHER REQUIREMENTS**

Valid State of Texas Driver's License;

Possession of a minimum of one certification issued by International Code Council (ICC), or ability to obtain within six months.

**Revised: February 11, 2019**