

**YAKIMA COUNTY, WASHINGTON**  
**CLASS SPECIFICATION**  
**CLASS TITLE: Plans Examiner**

<b>BAND:</b> <b>C</b>	<b>GRADE:</b> <b>4</b>	<b>SUBGRADE:</b> <b>3</b>	<b>CLASS CODE:</b> <b>J23-6243</b>
<b>DEPARTMENT:</b> Public Services - BFS	<b>ACCOUNTABLE TO:</b> Administrative Supervisor	<b>JOB FAMILY:</b> Community Development	<b>OVERTIME STATUS:</b> Non-Exempt

**JOB SUMMARY:**

Incumbents are responsible for reviewing plans and related documents as proposed for building construction, alteration, or repair in conformance with State and local building, fire and flood ordinances, codes and regulations; and for explaining code applicability to the public.

**DISTINGUISHING CHARACTERISTICS:**

The Plans Examiner classification is the highest level of a two-pronged building permit classification series that includes Inspectors and Project Coordinators. The Plans Examiner classification is distinguished by the greater complexity of review and interpretation of construction regulations of which the lower-level classification must abide.

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)	<b>BAND/ GRADE</b>
1.	Examines plans for accuracy, completeness and conformance to codes including plumbing, building, mechanical, flood, fire, zoning and energy codes and ordinances. Makes recommendations for compliance.	B2
2.	Explains code applicability to the public in person, computer and over the phone. Responds to inquiries from the public, contractors, engineers and architects regarding building and fire codes, code interpretation and construction problems.	B2
3.	Studies construction methods and codes; researches and writes code interpretations for review by applicants.	B2
4.	Develops, implements and adjusts fee collection structures for the permit, citation and plan check programs.	B2
5.	Field work for inspections;	B2
6.	Prepares and maintains adequate records to ensure documentation of building and fire permit information, authorizations and plans; enters technical data into the computer.	A1
7.	Other duties as required.	

**Knowledge of:** (position requirements at entry):

Knowledge of:

- Principles, practices, methods and techniques of code administration and enforcement;
- Applicable local, state and federal building, plumbing, energy, mechanical, and/or fire codes, ordinances, laws and regulations;
- Construction terminology and practices and basic building design and construction methods;
- Basic mathematical calculations;
- Legal processes involved in the enforcement of applicable codes and ordinances; and

Customer service techniques.

**Skills** (position requirements at entry):

Skill in:

- Using personal computers and related software applications, measuring devices such as tapes, levels and transits; and operating basic office equipment;

## CLASS TITLE: Plans Examiner

- Understanding, interpreting and applying policies, laws, codes and ordinances;
- Understanding and interpreting construction plans, diagrams, blue prints, maps and specifications;
- Preparing and presenting oral and written reports and writing correspondence;
- Maintaining records and bookkeeping;
- Making and communicating recommendations for improvements and compliance
- Establishing and maintaining effective interpersonal relationships with County and other officials, at all organizational levels and with the public; and
- Communications, oral and written, sufficient to exchange or convey information and to receive work direction.

High School Diploma or General Equivalency Diploma (G.E.D.) plus seven years of experience in permitting, code enforcement, administrative support, program coordination, project management, real estate, architecture, land development, planning, engineering, construction or related industry environment.

### **Preferred:**

- Associates of Arts Degree in Business, Public Administration, Project Management, Construction, AutoCAD, Drafting, Planning, Engineering, Architecture, Building/Construction Technology, Permit Technician or a related field
- ICC certification as a Building Inspector or Plans Examiner.
- Bilingual in Spanish/English

### **Licensing Requirements** (position requirements at entry):

- Valid US Driver's license and proof of insurance, if requested
- Successful completion of a criminal background investigation and general employment verification;
- Completion of a criminal history background check to obtain a limited Commission from the Yakima County Sheriff's Office

**Required:** ICC certification as a Plans Examiner required within one year of appointment.

### **Working Conditions:** Position may have the potential exposure to the following:

**Environment:** Pathogen exposure work in locked down facilities, exposure to hostile/angry individuals, work outside of standard business hours and multiple work locations;

**Physical Demands:** bending, carrying, handling, lifting, reaching, sitting, standing, walking, fingering, balancing, climbing, crawling, crouching, kneeling, hearing, smelling, talking, visual acuity.

**Sedentary Work:** Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting, most of the time.

**Intellectual Demands:** ability to multitask, confidentiality, ability to work under pressure, ability to articulate and communicate in conversations, ability to follow written and verbal instruction.

### **Classification History:**

Draft prepared by Fox Lawson & Associates LLC

Date: 5/98

Revised: 1/99

Revised: 10/21

Revised: 12/22