

BUILDING PLANS EXAMINER

GENERAL STATEMENT OF DUTIES: Under general supervision, reviews and checks all plans for compliance with local municipal building and zoning codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Building Inspector or high level administrator, the incumbent in this class is responsible for reviewing all proposed building plans for compliance with state and local building and zoning ordinances and construction codes. The Building Plans Examiner works with builders, owners, architects, engineers and the staff of his/her Building Department in obtaining compliance with all codes. This position differs from that of the Assistant Building Inspector in that the Building Plans Examiner does not issue permits and is not primarily responsible for field inspection of construction. Supervision may be exercised over a small technical staff.

EXAMPLES OF WORK: (Illustrative Only)

Reviews and checks all plans for compliance with zoning and construction codes;

Works with homeowners, builders, architects and engineers in obtaining compliance;

Reports to the Building department on reviews completed;

Reviews materials and applications permits for all significant structures/developments;

Makes recommendations for issuance of permits;

Provides technological assistance to technical staff;

Analyzes blueprints and plans for compliance to all codes;

May supervise the work of a small technical staff:

May use computer applications software in the performance of the job.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles and practices of civil and structural engineering as applied to the investigation, analysis and construction of all types of buildings; good knowledge of municipal zoning and construction codes and regulations; ability to read and analyze blueprints and plans; ability to understand and carry out complex oral and written directions; ability to present material both orally and in writing; ability to plan and layout the work of others; ability to establish and maintain cooperative relationships with public officials, contractors, owners, and general public; ability to effectively use computer applications software; resourcefulness; reliability; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either (a) Bachelor's Degree in Civil Engineering or Architecture; or (b) an Associate's Degree in Civil Engineering or Architecture and two (2) years of experience in engineering or construction work; or (c) four (4) years of engineering or construction experience including or supplemented by two (2) years of experience in the development of construction plans, building design or review of plans and/or blueprints; or (d) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT: Possession of a valid license to operate a motor vehicle in New York State at time of appointment.