



Title: Plans Examiner I

Department: Planning and Development Services (PDS)

Pay (exempt/salary): \$59,860 minimum to \$86,715 maximum, depending on experience, certifications, and licenses

Date: March 07, 2023

Please apply by visiting <http://msd.utah.gov>

JOB SUMMARY

Under the general supervision of the Chief Building Official, the Plans Examiner examines, and reviews plans, specifications, and documents submitted for building permits to ensure compliance with current codes, ordinances, zoning, and State amendment requirements. The Plans Examiner issues building permits and completes field inspections on buildings and structures as required to verify code compliance.

MINIMUM EDUCATION QUALIFICATION

One (1) year of experience reading and interpreting blueprints or an equivalent combination of related education and experience preferred. Experience includes drafting techniques, symbols and abbreviations; basic principles of structural design and engineering mathematics; principles and procedures of record keeping and reporting; zoning ordinances, general construction practices and materials, etc. An equivalent combination of education and experience may be substituted.

Special Requirements

- Possession of a valid and unrestricted Utah driver license.
- Possession of an ICC Building Plans Examiner or ICC Residential Plans Examiner Certification at the time of hire (preferred), or the ability to obtain ICC certifications annually.
- Possession of other ICC Certifications for inspections and plan reviews at time of hire (preferred), or the ability to obtain ICC certifications annually.

ESSENTIAL FUNCTIONS

The following duties and responsibilities are intended to be representative of the work performed by the employee(s) in this position and are not all-inclusive. The omission of specific duties and responsibilities will not exclude it from the position.

Applicants must be prepared to demonstrate the ability to perform the essential functions of the job with or without a reasonable accommodation.

- Examines, reviews, and confirms that all building plans and documents submitted for building permits are in compliance with current building codes, county building ordinances and adopted state amendments. Documents review results and follows through with re-checks and additional documentation submittals.
- Calculates and verifies required building permit information, such as square footages, occupant loads, valuation, fees, and other information required for the building permit.
- Reviews the building permit application for completeness and accuracy and issues building permits.
- Works with Planners and other agencies to verify submitted plans meet use and zoning regulations and requirements.
- Participates in zoning application review processes.



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- Reviews business license applications for type of occupancy and potential building code issues.
- Explains, discusses, and interprets building codes to builders, architects, engineers, other agencies, or the general public, to ensure understanding of the purpose and intent of the building code requirements as they relate to both new and existing structures.
- Handles building code questions from public through front counter interaction, phone calls, and e-mails.
- Works with field building inspectors to ensure compliance on both ongoing and future building permits.
- Maintains current construction industry knowledge as it relates to building codes.
- Performs other duties as needed or assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Reading and interpreting blueprints
- International Building, Residential, Mechanical, Plumbing, Fuel Gas, Energy, National Electrical Code, and other applicable codes
- Drafting techniques, symbols, and abbreviations
- General construction practices and materials
- Basic principles of structural design and engineering mathematics
- Principles and procedures of record keeping and reporting
- Zoning ordinances
- Modern office software and equipment
- Local government functions
- Local and state legislative processes
- Project management

Skills and Abilities to:

- Establish and maintain effective working relationships with elected officials, managers, employees, other agencies, and the public
- Resolve conflicts and solve problems
- Maintain records and reports
- Interpret and apply codes judiciously and consistently
- Maintain current construction industry knowledge as it relates to building codes
- Use personal computers and related software applications, such as spreadsheets, database programs, project management software and office automation
- Work under pressure with interruptions and challenging deadlines

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:

The physical demands 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.

- This position requires work in a wide variation of conditions, from a typical office setting to field work. Must be able to attend evening meetings and some weekend event if needed.
- Work with and professionally handle intermittent exposure to stressful situations as a result of human behavior and the exposure to hazards associated with construction sites.



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- Work in all weather conditions and be able to walk/hike up hills that may or may not have established trails.
- While performing the duties of this job, the employee is frequently required to feel attributes of objects, sit for long periods of time, talk, hear, grasp, push, stand, walk, drive, reach with hands/arms, stoop, kneel, and use repetitive wrist, hand and/or finger movement.
- Specific vision abilities include clarity of vision at 20 feet or more and 20 inches or less; three-dimensional vision or the ability to judge distance and space relationships; ability to identify and distinguish colors, adjust the eye to bring an object into focus and to see up and down or to the right or left while fixed on a point.
- The employee must be able to lift and/or move up to 25 pounds.