

City of Bellingham  
**Classification Specification - Civil Service or AFSCME**

CLASS TITLE	Plans Examiner
DEPARTMENT	Planning/Building Services
UNION:	114
SG:	16
CS:	Y
FLSA:	Y
EE04CODE:	TE

**JOB SUMMARY:**

Performs technical and supervisory work in building code compliance activities including plan review, permit issuance, inspection and enforcement.

**SUPERVISORY RELATIONSHIPS:**

Directly responsible to the Building Official. May occasionally assign and review work of Building Inspectors and Permit Technicians.

**WORK PERFORMED:**

1. Reviews and corrects plans and specifications to assure compliance with relevant state and local building codes, ordinances, and regulations. Interprets associated codes and clarifies technical requirements. Prepares technical reports, letters, and other communication.
2. Develops policy recommendations relating to Building Services plan review function.
3. Coordinates with other staff and City departments and maintains close communication with the builders, developers, and architects.
4. Keeps abreast of industry advances in materials and methodology.
5. Collects evidence of required approvals from other departments or agencies. Authorizes, when appropriate, the issuance of permits. Drafts conditions as necessary to accomplish compliance. Computes applicable fees.
6. Occasionally performs field inspections of construction projects and answers inquiries from inspectors and other staff regarding code interpretation.
7. Prompts code compliance by advising and educating architects, builders and general public about acceptable practices.
8. Investigates complaints and alleged violations.
9. Receives and replies to phone inquiries pertaining to codes.

10. Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge:

- A working knowledge of the Building Code and related state and local codes, ordinances, and regulations sufficient to recall, interpret and apply same.
- Knowledge of construction methods and materials, and principles of engineering, architecture, and survey work.

Skills:

- Interpersonal sensitivity and stress tolerance for negotiating and resolving conflicts equitably within the scope of delegated authority.
- Good oral and written communication skills.

Abilities:

- Ability to utilize computerized information systems.
- Ability to understand and apply City and departmental policies and procedures.
- Ability to maintain positive and effective working relationships with other governmental entities, private interests, contractors and professional clientele.
- Ability to read and interpret plans and specifications, and to compare them to construction in progress.
- Ability to detect violations and hazards of fire and collapse.
- Ability to develop appropriate remedies to accomplish intent of codes and regulations.
- Ability to provide clear explanations on procedures and regulations, verbally and in writing, to the public and related personnel in a professional manner.
- Ability to interpret and enforce regulations with firmness, tact, impartiality, and cooperation.
- Ability to work independently, and to organize and prioritize tasks under general supervision.
- Ability to recognize potential risks to the City.
- Ability to comprehend many diverse concerns and to exercise good judgment to accomplish equitable code compliance.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation and Teamwork and Cooperation.
- Physical ability to perform the essential functions of the job, including:
  - Frequently operate a computer and read a computer screen or typewritten page.
  - Frequently communicate verbally.
  - Lift and carry objects weighing up to 40 pounds.
  - Mobility necessary to occasionally move about construction sites and sit, stand or bend in awkward positions

**WORKING ENVIRONMENT:**

Work is primarily performed in an office environment in a frequently stressful atmosphere. Office work is performed at the public counter or in an office setting, using computers, phones and other office equipment. Occasional field work is performed at construction sites in various states

of completion. Construction projects may require climbing ladders, construction stairs, scaffolding and steep sites. Sites may be wet and slippery. All weather conditions should be expected. May involve lifting and carrying paper files, large rolls of plans, or boxes of records weighing up to approximately 40 pounds.

### **EXPERIENCE AND TRAINING REQUIREMENTS:**

- Graduation from an accredited high school or equivalency (GED).
- Five years of progressively responsible experience in building construction, inspection, plan review, permit processing, building design and/or building code enforcement. A bachelor's degree in architecture, engineering, construction management, building technology or related field may substitute for two years of required work experience. An accredited bachelor's degree in architecture from a university recognized by the National Architectural Accrediting Board and a Washington architect license may substitute for four years of required work experience.
- International Code Council (ICC) Residential and Building Plans Examiner certification required, or ability to obtain certification within 12 months of hire.
- ICC certification in plumbing, electrical and mechanical plans examiner and building inspection desirable.
- One year of experience as a Building Inspector or Plans Examiner with a municipality preferred.

### **NECESSARY SPECIAL REQUIREMENTS:**

- Valid Washington State driver's license at time of hire.
- Good driving record. Candidate considered for hire must submit an abstract of his/her driving record for the past three years.
- Employment contingent upon passing a criminal convictions check, child and adult abuse records check and local background check.
- Failure to secure required certifications within established time limits will result in dismissal.

**PREPARED BY:** Dave Wolf  
Kerry Sicklich  
5/13/85

**REVIEWED BY:**  
Rick M. Sepler, Director  
Planning and Community  
Development

**REVISED BY:** P. Burris/S.Mahaffey  
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P. Burris/S. Mahaffey/L. Klemanski  
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3/16  
K. Nabbefeld / A. Sullivan

10/16

**COMMISSION ADOPTION:** \_\_\_\_\_ November 9, 2016 \_\_\_\_\_

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