

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Planning Services
Classified, GRADE 12
40 Hour Week

PLANS REVIEWER II

GENERAL STATEMENT OF DUTIES: Reviews building and/or site plans to ensure compliance with adopted County codes and ordinances; does related work as required.

DISTINGUISHING FEATURES OF CLASS: Incumbent reviews permit applications and submitted building plans for conformance to adopted building, electrical, plumbing, and mechanical codes. Exercises considerable technical independence. Direction received from Inspections Supervisor.

ADA REQUIREMENTS: This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deduction; visual acuity is required for preparing and analyzing written or computer data, use of measuring devices, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

EXAMPLE OF WORK: (Illustrative Only)

Review building permits, blueprints, and other documents for conformance to codes;
Authorize the issuance of building permits;
Advise public on the reasons for acceptance or rejection of plans;
Provide assistance regarding acceptable plan changes;
Field work and on-site review as required;
Assist efficient record tracking and retrieval system efforts;
Answer inquiries from the public regarding permitting process.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of structural engineering principles and practices; knowledge of building, electrical, plumbing, and mechanical codes; ability to read blueprints and architectural designs and determine compliance with appropriate codes; ability to establish and maintain cooperative relationships with contractors, staff, coworkers, County officials and the public; ability to recognize and enforce building codes requirements with firmness and tact; ability to plan and supervise the work of others; good physical condition; operational knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Associates degree from an accredited college or

university with a major field of study in architecture or engineering and five or more years of experience as a building codes inspector; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must possess and maintain ICC Certification Program modules: B3 – Building Plans Examiner, Permit Technician, B1 – Residential Building Inspector, and B2 – Commercial Building Inspector, Accessibility Inspector/Plans Examiner, and Residential Energy Inspector/Plans Examiner. Possession and retention of a valid driver license issued by the State of Delaware. Good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

As building technologies, code requirements, and enforcement procedures and systems change, employee will be required to keep abreast of such changes by improving skills through additional training or evaluation as deemed necessary to remain effective in performance of duties and application of required knowledge, skills, and abilities

Employee Acknowledgment

REV. 12.10.91 REV. 7/1/94
Rev. 07/01/00 REV. 04/23/02
Rev. 07/01/03
Rev. 07/01/15
Rev. 07/01/18