

## KENT COUNTY POSITION DESCRIPTION

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

Department of Planning Services  
Classified, GRADE 11  
40 Hour Week

### **PLANS REVIEWER I**

**GENERAL STATEMENT OF DUTIES:** Reviews and checks building and/or site plans to ensure compliance with adopted County codes and ordinances.

**DISTINGUISHING FEATURES OF CLASS:** Under the general direction of the Inspections Supervisor, reviews applications and submitted building plans for conformance to adopted building, electrical, plumbing, and mechanical codes. Exercises considerable technical independence.

**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.

**EXAMPLES 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;  
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:** Thorough knowledge of structural engineering principles and practices; considerable knowledge of building, electrical, plumbing, and mechanical codes; ability to read and interpret building construction plans and architectural designs and determine compliance with appropriate codes; ability to establish and maintain effective working relationships with contractors, property owners, representatives from other agencies and the public; ability to express oneself clearly and concisely, orally and in writing; working knowledge of 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 two or more years of experience as a plans reviewer or building codes inspector; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Must possess and retain ICC Certification Program Modules: Permit Technician, B1 – Residential Building Inspector, and B2 – Commercial Building Inspector. Must possess or achieve ICC Certification Program Module B3– Building Plans Examiner within 18 months of hire to retain position. 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 these changes by improving their skills through additional training or evaluation as deemed necessary to remain effective in performance of duties and application of required knowledge, skills, and abilities.

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Employee acknowledgment

Est. 07/01/04

Rev. 07/01/12

Rev. 07/01/15

Rev. 07/01/18