

Title: Plans Reviewer I
Department: Planning Services
Division/Office: Inspection & Enforcement section



Grade 2118; Hourly position; Category: Classified; Job Code: PLRV1; Rev.:07/01/2021

General Description

The purpose of this position is to review permit applications and submitted building plans for conformance to adopted building, electrical, plumbing, and mechanical codes.

This position works under general supervision, independently developing work methods and sequences.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Reviews building permits, blueprints, and other documents for conformance to codes.
- Authorizes the issuance of building permits.
- Advises public on the reasons for acceptance or rejection of plans.
- Conducts field work and on-site reviews as required.
- Assists efficient record tracking and retrieval system efforts.
- Answers inquiries from the public regarding permitting process.
- Performs related work as required.

Minimum Education and Experience Requirements

Requires Associate's degree in planning, engineering, architecture, construction management or related field supplemented by six (6) years of experience in planning, construction or design industry or any equivalent combination of education, training, and experience.

Additional Requirements:

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.

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.

Americans with Disabilities Act 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 fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine

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distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- Must possess and retain ICC Certification Program modules: Permit Technician, B1 – Residential Building Inspector
- Must possess and retain or achieve ICC Certification Program Module B3 – Building Plans Examiner and B2 – Commercial Building Inspector. within 18 months of hire to retain position.
- Certified Floodplain Manager designation Preferred

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Note:

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 Acknowledgement