

**CITY OF MERIDIAN  
JOB DESCRIPTION**

**Job Title:** Building Plans Examiner II  
**Department:** Community Development  
**Reports To:** Plan Review Supervisor  
**Open Date:** May 2, 2022  
**Close Date:** Open Until Filled  
**Hiring Salary:** \$21.99 - \$28.10 per hour, DOE  
**Salary Range:** \$21.99 – \$32.99 per hour, DOE

To Apply Please Visit: [www.meridiancity.org](http://www.meridiancity.org)

**Job Summary:**

Performs comprehensive building plan reviews, and review of structural calculations on minor commercial projects and residential projects, alterations or remodels submitted to the City of Meridian. Verify through plan review, plan review corrections and re-submittal that all project submittals meet the minimum life safety compliance of the adopted codes and other resources and reference materials as adopted by the City of Meridian prior to permit issuance. Plan review shall include, but not be limited to, determination of a legal parcel, site setback and easement verification, fire separation requirements, structural calculations, energy (Comcheck/Rescheck), accessibility, re-submittals and Accessibility compliance for any and all building projects and applications received by the City of Meridian. This class is distinguished from Plans Examiner I by the performance of more complex and diverse duties involved in reviewing both commercial and residential construction plans, which requires additional certifications and years of experience to efficiently perform the work. Incumbent works independently within a scheduled routine receiving general direction and supervision from the Building Plans Examiner Supervisor.

**Essential Duties & Responsibilities:**

Performs plan reviews on construction plans, engineering calculations and specifications for new buildings, building additions, and building alterations for commercial and multi-family buildings to verify compliance with the International Building Code, International Residential Codes, International Energy Conservation Code, accessibility codes, and ordinances as adopted by the City of Meridian;

Reviews minor commercial and multifamily projects which may include business occupancies, small assembly occupancies, mercantile occupancies, storage occupancies, utility and miscellaneous occupancies;

Perform over the counter plan reviews for minor commercial tenant improvement projects and minor residential remodel, addition, and misc. permits;

Perform means of egress plan review to determine whether the occupant load, size and capacity of the egress system, number of exits and specified components are adequate to provide the occupants of a building life safety from fire as they are evacuated or relocated;

Determine that the proper means of egress, height and area calculation requirements, and suppression requirements are met for the type of occupancy contained within a building;

Review fire-resistance-rated construction and interior finish requirements to determine that exterior walls, fire walls, fire barriers, fire partitions, smoke barriers, smoke partitions, shafts, floor and roof construction, interior finishes and penetrations are protected in compliance with the code requirements;

Conduct pre-screen and intake duties for commercial projects of varying complexity to verify completeness of permit applications and construction documents to accept projects into the review system for review by the plan review section and other departments and divisions;

Responds to questions about building codes; Provides building code interpretations and technical advice orally, graphically, and in writing;

Explains the building permit review processes to a diverse range of people including architects, engineers, developers, building inspectors, and non-technical people with a varying range of expertise;

Resolves conflicts and communicates options for code compliance;

Trains and provides technical support to Plans Examiner I staff;

Assists and conducts reviews of residential plans when necessary during peak work periods;

Schedules and leads meetings to answer questions and facilitate service;

Schedules and leads consulting meetings with applicants for projects of varying complexity and economic impact to verify completeness of permit applications and construction documents to accept projects into the review system for review;

Schedules and leads meetings for small complex projects;

Communicates code requirements, design issues, and permit processes to applicants in a large meeting environment;

Works cooperatively with internal staff, Building Official and applicants to accommodate scheduling needs and assisting in developing phased permitting strategies;

Schedules and leads plan review meetings with other team members and inspectors for code changes and code updates as needed;

Provides frequent technical support, direction, and mentoring to the plans examiner staff and building permit counter customers;

Collaborates with building inspectors on plan submittals and plan changes after permit issuance;

Works with building inspection staff, contractors and design professionals after the permit has been issued to resolve code issues encountered during construction;

Evaluate structural engineering reports and calculations, perform general math calculations, interpret adopted codes, and explain technical information and code requirements by oral, written and graphic means;

Create and provide training and technical support to others, work cooperatively with management to resolve complex issues;

May review and approve submitted certificates of valuation for projects to ensure accurate valuation;

Utilize the city's enterprise software, and provide data entry and comments related to plan review workflows;

Every time a plan review is delayed and a resubmittal is requested the building plan reviewer shall add comments to the system so City staff is aware of the resubmittal request;

Communicate effectively at a level necessary for efficient job performance;

Complete assignments in a timely fashion and recommend process enhancement for faster timeline to permit;

Creates and facilitates internal training sessions for plans examiner I staff;

Assists the Plan Review Supervisor in evaluating and assigning work to plan examiner I staff;

Collaborates with other plan reviewers and inspectors on all deferred plan submittals and plan modifications received by the City;

Reviews and assists applicants to prepare acceptable alternate code requests or modifications to adopted building codes;

May propose, research, draft, new policy and standard operating procedures (SOP) for building services related to residential and commercial construction and collaborating with the Plan Review Supervisor and Building Official;

Reviews and recommends changes to the local amendments when preparing for adoption of new codes;

Develop and maintain plan review checklists for the department for consistency and uniformity of process;

Collaborates with the Building Official and other city personnel to confirm final project approvals as needed, before the Certificate of Occupancy is issued;

May serve on committees and attend meetings for process improvement;

Attends code training and code update seminars to stay current with code changes through the International Code Council (ICC);

Maintains continuing education units for International Code Council certifications;

Handles sensitive and delicate situations with a high degree of confidentiality and in a courteous, professional, and timely manner;

Prioritizes and organizes own work to meet deadlines;

Works independently and under the direction of the Plan Review Supervisor;

Operate office equipment, e.g., photocopier, facsimile machine;

Perform general office duties like document scanning and other administrative tasks associated with the position;

Assist City in enforcing appropriate ordinances related to land use, Flood Damage Prevention Ordinance, building sites, and building uses;

Provide plan review comments, redlines, re-submittal requests and other correspondence via email to design professional of record and archive in the location specified by City;

Stamp the electronic or hardcopy plan set(s) with appropriate language to signify approval or rejection;

Attend meetings, provide support, training, and input related to a future electronic plan submittal program that includes an electronic document review program;

Performs plan review of all resubmittal requests to verify that identified deficiencies have been corrected prior to final approval;

Prepares plans and documentation for issuance of permits. Trains and provides technical support to plans examiner staff;

Incumbent works independently within a scheduled routine receiving general direction and supervision from the Plan Review Supervisor;

Incumbent shall provide written plan review reports to applicants and design professionals to ensure accuracy and consistency of all plan reviews;

Performs other duties as assigned.

**Job Specifications:**

High school diploma or GED required;

Bachelor's degree in architecture, structural engineering, or related field, or a Certificate of Achievement in Building Inspection Technology from an accredited college is desired;

One to three years of work experience performing building plan review of minor commercial projects and residential projects and/or residential design work is required.

**Knowledge, Skills & Abilities:**

Ability to communicate effectively with people who are angry, hostile or confused;

Ability to maintain composure and exercise sound judgment in adverse conditions;

Must be able to work independently with limited oversight from supervisor and complete assignments in a timely fashion;

Ability to read and interpret building plans;

Must be able to develop innovative and equitable solutions to complicated code issues;

Ability to interpret and effectively explain residential and commercial building code requirements, relevant standards and problems with architectural and structural plans to other city staff, owners, contractors, building tenants and designers;

Ability to operate City required software including plan review, word processing, permit tracking, email and internet related programs;

Individuals must be capable of operating vehicles safely and have an acceptable driving record;

Ability to handle a large volume of submittals and customer service, foresee and resolve conflict at a high level, prioritize tasks, effectively prioritize workload to minimize complaints and maximize efficiency, read and interpret complex commercial and residential building plans and specifications;

Must possess current word processing, database, email, and internet computer software application knowledge;

Knowledge of local ordinance amendments and codes; construction materials and properties; construction trade and common practices; time management principles and advanced customer service principles;

Extensive knowledge of the International Building Code (IBC); International Residential Code (IRC); International Fire Code (IFC); International Existing Building Code (IEBC); International Energy Conservation Code (IECC); accessibility requirements of the IBC and referenced standard; code development and ordinance development processes; design practices and construction methods of materials for residential and non-residential structures; historical building code application and correlation to current construction practices;

Must establish and maintain effective working relationships with other employees and the public in a professional and positive manner;

Must display an attitude of cooperation and work harmoniously with all levels of City employees, the general public and other organizations;

Must provide and display team leadership and mentoring at all times;

Must be a team player with an open mind and willingness to adapt to different situations;

Must monitor legislation and technical developments that may affect the building industry; This shall include, but not be limited to attending meetings, conferences, workshops, and training sessions to become and remain current on principles, practices, and new developments;

Incumbent must have the ability to utilize several tools such as enterprise software, building plan review software and plan review checklists.

**Licensing and Certifications:**

Certification as a Residential Building Plans Examiner by the International Code Council (ICC) is required at the time of hire;

Certification as a Building Plans Examiner by the International Code Council (ICC) is desired at the time of hire, required within 12 months of employment;

International Code Council (ICC) Accessibility Plans Examiner, and (ICC) Commercial Energy Plans Examiner, and (ICC) Residential Energy Plans Examiner is desired;

Additional International Code Council Certificates desired.

**Work Environment & Physical Demands:**

The work environment will include inside conditions, outdoor weather conditions, and extreme temperatures, in wet and humid conditions, with areas of dust, odors, mist, gases or other airborne matter;

Employees work in/at heights, confined spaces and are exposed to mechanical, electrical hazards;

Hazards associated with all conditions at construction sites for new and existing buildings in varying stages of completion: heavy equipment, falling hazards, open excavations and temporary safety installations;

Lifting/carrying up to 10 lbs., occasionally lifting/carrying up to 35 lbs.;

Pushing/pulling up to 10 lbs., occasionally pushing/pulling up to 35 lbs.;

Sensory ability to talk, hear, touch and feel;

Employees will sit, stand, walk, stoop, kneel, crouch, crawl, reach, grasp, climb and balance; Position requires hand/finger dexterity;

**Travel Requirements:**

Local travel is required using city-owned vehicles.