

City of Caldwell

Class Specification

Class Title	ASSISTANT BUILDING OFFICIAL/CHIEF PLANS EXAMINER
Job Valuation Number	2175
FLSA Designation	Covered
Pay Class	Level 10
Effective Date	March 2021

General Statement of Duties

Supervises and assists plans examiners and field inspectors to ensure that quality, accuracy and competency is being exercised within the review process of the Building Department; reviews commercial and residential construction plans to ensure compliance with the International Building, Mechanical and Fire codes, federal, state, and local codes and ordinances; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to review and inspect commercial and residential construction plans to ensure compliance with the building, mechanical and fire codes, federal, state and local codes and ordinances. This employee will oversee the plans examiners and field inspectors to ensure that quality, accuracy and competency is being exercised within the review process of the building department. In the absence of the Building Official, the Assistant Building Official/Chief Plans Examiner shall fulfill those duties. The work is performed under the supervision and direction of the Building Official, but considerable leeway is granted for the exercise of independent judgment and initiative. This class is distinguished by the performance of more complex and diverse duties involved in reviewing commercial construction plans, which requires additional certifications and years of experience to efficiently perform the work. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with the Building Official, Fire Marshal, other City officials and employees, other government agencies, business owners, architects, contractors, planners, and the general public. The principal duties of this class are performed in a general office environment and both indoor and outdoor environments.

Examples of Essential Work (Illustrative Only)

- Reviews commercial and residential construction plans to ensure compliance with the International Building, Mechanical and Fire codes, federal, state and local codes and ordinances;
- Provides plan review services to the Building, Planning, Engineering and Fire Prevention departments;

- Confers with architects, engineers, business owners, inspectors, planners, and the general public on issues relating to code interpretation, and compliance, including preparing revisions to codes, ordinances and local regulations;
- Serves as a Team Leader on the Caldwell Development Team, actively coordinating and collaborating customer project success with that team;
- Coordinates building element of commercial and complex industrial projects from time of the permit application through the permit issuance;
- Inspects Residential, Commercial, and Industrial projects;
- Assists fellow inspectors in their duties and with inspections;
- Trains and assists plans examiners and inspectors in their general functions;
- Maintains a professional supervisory role to department plans examiners and inspectors and delegates assignments accordingly to maintain efficiency within the departments review and inspection process;
- Engages fully in the City's Red Carpet Team Process in processing projects and delivering exceptional customer service;
- Reviews and approves complex commercial plans submitted for building permits for compliance with federal, state, and local codes and regulations as required;
- Schedules plan review sessions with Fire Prevention staff, City Engineering staff and Planners;
- Coordinates overall ADA compliance for City facilities and policies;
- Assists contractors, designers and general public with questions and issues regarding adopted codes, policies, and building procedures;
- Evaluates and recommends improvements to codes and ordinances, including performing related research;
- Addresses complaints or problems from trade inspectors, departmental personnel and other concerned parties;
- Maintains records of customer service issues and takes appropriate corrective measures;
- Practices an advocate approach to customer service with owners, design professionals, general public, contractors, and coworkers;
- Investigates complaints regarding existing buildings or new construction to determine appropriate usage and if code violations or problem conditions exist;
- Develops and maintains construction technology, industry manuals, methods of construction, construction materials, code updates and training sessions;
- Ability to issue/order Purchase Orders up to a limit to be determined by the Public Works Director and/or the Building Official;
- Responsible for management of the Building Department's auto fleet and personal protective equipment issued to personnel
- Maintains a current Code and Standards library;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends approved meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas as approved by the Building Official;
- Responds to citizens' questions and comments in a courteous and timely manner;

- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities in order to help keep a positive work environment;
- Works as a team member;
- Punctual and timely in meeting requirements of performance, including attendance standards and work deadlines;
- Communicates information and states concerns in a clear and professional manner;
- Respects the opinion of others and demonstrates a harmonious relationship with employees, supervisors, coworkers and others;
- Accepts and performs in a timely and effective manner changes in work assignments and/or how work is performed;
- Performs other duties consistent with the role and function of this classification.

Required Knowledge, Skills and Abilities

- Thorough knowledge of the Department's policies and procedures, and applicable building, mechanical and fire codes and ordinances;
- Thorough knowledge of the International Building, Mechanical and Fire codes, building and fire department policies, city development policies, federal, state and local regulations governing fire prevention, building construction and hazardous materials storage;
- Thorough knowledge of procedures for documenting inspections, violations and legal procedures as required;
- Thorough knowledge of City documentation tools including computer software for the purpose of tracking and documenting permits, plan reviews and inspections;
- Working knowledge of plumbing, electrical codes and ordinances;
- Working knowledge of City's infrastructure for determining requirements of Public Works regarding sewer, water, irrigation, drainage, curb/gutter and sidewalks, parking and traffic flow;
- Working knowledge of zoning ordinances for determining items such as permissible land uses and setbacks;
- Knowledge of basic relevant mathematical calculations;
- Knowledge and familiarity in the use of the NFPA's National Fire Codes and Standards, how these codes and standards are used for local applications;
- Ability to perform technical plan reviews and inspections of Residential, Commercial, and Industrial building permit applications, change of use/occupant permits, fire sprinkler system plans, fire alarm system plans, special fire systems-hood & duct, Halon, etc.;
- Ability to perform structural calculations, operate specialized computer applications and standard office practices;
- Ability to manage a variety and a multi-project workload to ensure timely and effective production of plan reviews, inspections, and/or comments;
- Ability to accurately and clearly inform the public and others regarding various permit processes and specific requirements for fire protection systems and fire code regulations;
- Ability to communicate effectively with the public and other departments, both orally and in writing, using both technical and non-technical language to answer complex and technical questions regarding development issues and adherence to applicable building, mechanical and fire codes;
- Ability to be tactful, professional and diplomatic in high stress situations;

- Ability to work effectively and cooperatively with co-workers, other agencies and departments and the general public;
- Ability to understand and follow oral and /or written policies, procedures, directives, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks, i.e. Accela, Adobe X, Laserfische, Outlook, Word and Excel;
- Ability to use logical and creative thought processes to develop solutions to problems. Must possess good organizational skills;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines (e.g. City Plan Review time frames);
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and and/or technology;
- Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High School Diploma or GED, supplemented by specialized education or formal training in Building Inspection Technology; and
- Minimum of five (5) years experience as a Plans Examiner on commercial and industrial projects and permit processing for a public entity; or
- Any combination of education, experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.
- Prefer a valid I.C.C. Fire Code Certification.

Required Special Qualifications

- Possession of a current and valid driver's license; and
- Possession of an I.C.C. Building Inspector Certification; and
- Possession of an I.C.C. Mechanical Inspector Certification; and
- Possession of an I.C.C. Commercial Plans Examiner or I.C.C. Building Plans Examiner Certification; and
- Ability to obtain an I.C.C. Accessibility Inspector/Plans Examiner Certification within six (6) months of employment; and
- Subject to a pre-employment drug test and background check.

Physical Demands

- N (Not Applicable)** Activity is not applicable to this position.
O (Occasionally) Position requires this activity up to 30% of the time (2.5+ hours/day)
F (Frequently) Position requires this activity 30% - 60% of the time (Up to 5.5 hours/day)
C (Constantly) Position requires this activity more than 60% of the time (Over 5.5 hours/day)

Physical Demands	Lift/Carry	Hazards/Potential Exposure
<u>F</u> Stand	<u>O</u> 10 lbs or less	<u>O</u> Toxins/caustics/chemicals
<u>F</u> Walk	<u>O</u> 11 – 20 lbs	<u>O</u> Extreme conditions
<u>C</u> Sit	<u>O</u> 21 – 50 lbs	<u>O</u> Dust
<u>C</u> Manual Manipulation	<u>O</u> 51 – 100 lbs	<u>O</u> Moving mechanical parts

<u>C</u>	Grasp	<u>O</u>	Over 100 lbs	<u>O</u>	Potential electrical shock
<u>C</u>	Reach Outward			<u>O</u>	High pitched noises
<u>O</u>	Reach Above Shoulder	Push/Pull		<u>O</u>	Blood-borne pathogens
<u>C</u>	Speak	<u>O</u>	12 lbs or less	<u>O</u>	Gaseous risk/fumes
<u>O</u>	Climb	<u>O</u>	13 – 25 lbs	<u>O</u>	Construction zone hazards
<u>O</u>	Crawl	<u>O</u>	26 – 40 lbs	<u>O</u>	Communicable disease
<u>O</u>	Squat or Kneel	<u>O</u>	41 – 100 lbs	<u>O</u>	Hot liquids/fire
<u>O</u>	Bend	<u>O</u>	Over 100 lbs	<u>O</u>	Height & confined spaces

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which enables the employee to communicate and listen effectively;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to observe construction sites and review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard, produce hand-written materials and notations and utilize tools necessary for the building inspection trade;
- Sufficient personal mobility, with or without reasonable accommodation, which permits the employee to visit work sites for the purpose of inspection, including climbing ladders, working in small confined spaces, and maneuvering through trenches and over construction materials.

Approved By: _____
Public Works Director

Date: _____