

## **PLANS EXAMINER**

### **DEFINITION**

Under supervision, performs combination plan review of complex and difficult single family dwellings for compliance with applicable codes and ordinances.

### **SUPERVISION RECEIVED/EXERCISED**

This classification receives supervision from the Supervising Plans Examiner. This class does not exercise supervision.

### **DISTINGUISHING CHARACTERISTICS**

Incumbents perform a variety of plan review in accordance with applicable codes and ordinances. This class is distinguished from Senior Plans Examiner in that incumbents of the latter are the advanced working/lead class in the series. This class differs from the Plans and Permit Technician in that the latter performs a wide variety of technical and clerical duties.

### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

*May include, but not limited to, the following:*

Performs combination plan review of complex and difficult single-family dwellings, routine grading plans, commercial signs, and reviews engineering analysis for vertical and lateral load resisting elements and Title 24 energy compliance.

May perform public customer service duties including receiving and determining appropriate plan check and building permit fees and issuing permits.

Processes plans for plan review and Fresno Zoning Ordinance requirements; answers inquiries regarding building, electrical, mechanical and plumbing code issues.

Performs related duties as required.

### **JOB RELATED AND ESSENTIAL QUALIFICATIONS**

#### **Knowledge of:**

Construction plans, specifications, regulations, and practices used in the design and construction of residential occupancies.

Applicable codes, regulations, ordinances, and laws as related to residential occupancies.

Architectural, electrical, plumbing, and mechanical systems for residential occupancies, accessory, and miscellaneous structures.

Structural engineering principles related to the design of single family dwellings.

**Skill to:**

Operate modern office equipment, including a computer and a variety of word processing and software applications.

**Ability to:**

Understand and interpret construction plans for additions and alterations to existing residential dwellings.

Prepare clear, concise, and comprehensive written materials, including making accurate arithmetical computations.

Follow oral and written instructions. Communicate effectively, orally, and in writing.

Establish and maintain effective working relationships.

**MINIMUM QUALIFICATIONS**

Two (2) years of experience equivalent to that gained as a Plans and Permit Technician with the City of Fresno and completion of 30 units from an accredited college or university with major coursework in architecture, engineering, drafting, construction or closely related field.

**OR**

Graduation from an accredited college or university with an Associate's Degree in architecture, engineering, drafting, construction, or closely related field, and one (1) year of plan review experience.

**OR**

One (1) year of experience in construction inspection of new single-family dwellings with the City of Fresno and a valid and current certification listed below:

ICBO certification as a Plans Examiner or Building Inspector for architectural specialty  
IAEI/ICBO certification as an Electrical Inspector for electrical specialty  
IAMPO/ICBO certification as a Plumbing Inspector for plumbing specialty

