



PRINCE GEORGE COUNTY, VIRGINIA

July 2018

PLANS REVIEWER

FLSA Status: Non-Exempt

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs intermediate technical and administrative work involving the inspection of building construction and review of building plans for compliance with legal standards; does related work as required. Work is performed under regular supervision.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires climbing, stooping, reaching, standing, walking, pushing, pulling 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; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, hazards and atmospheric conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Reviewing residential, commercial and/or industrial construction plans for compliance with applicable codes; advising homeowners, builders, developers, architects and engineers of required compliance; performing field inspections; preparing and maintaining records and files.

(The following tasks are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Reviews building, plumbing, electrical, mechanical and related drawings and plans for residential, commercial, industrial and/or multi-family structures;
- Interprets various codes and provides technical code information to the public, departmental staff, outside architects, engineers and contractors;
- Reviews revised plans to ensure that they have been brought in compliance with the codes;
- Approves and stamps construction plans;
- Performs field inspections and reinspections of residential, commercial, industrial and/or public facilities for code compliance;
- Performs technical engineering and structural review of building components and plans;
- Makes recommendations for corrections of structural and other building code related inadequacies; provides technical guidance and assistance to contractors, property owners and the general public regarding construction plans, code compliance, required forms, policies and procedures;
- Keeps records, prepares reports;
- Assists in the preparation of evidence, and testifies in court on code enforcement issues;
- Maintains files on all review comments initiated from County staff on the review of construction plans;
- Attends various meetings and training sessions to stay abreast of professional developments;
- Provides plan review comments and participated in pre-construction meetings with architects, engineers and contractors;
- Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;
- Must have a valid Virginia Driver's License;
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the technical aspects of building, electrical, plumbing and mechanical code enforcement; considerable knowledge of sound engineering and construction techniques and practices; ability to devise new or revised codes as changing conditions warrant; considerable skill in communicating effectively, orally and in writing; ability to establish and maintain effective working relationships with building industry professionals, associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in building or design, engineering or related field and considerable experience as a building inspector, building superintendent, construction tradesman or equivalent.

SPECIAL REQUIREMENTS:

Possession of appropriate electrical, plumbing, mechanical and/or building codes certification and plans reviewer certification issued by the Commonwealth of Virginia.