

KITSAP COUNTY CLASSIFICATION DESCRIPTION

TITLE: PLANS EXAMINER II (Plans Review and Permit Supervisor)

DEPARTMENT: Dept. of Community Development

REPORTS TO: Chief Building Official

SUPERVISES: Permit Technician I & II, Plans Examiner I, Permit Coordinator

GENERAL STATEMENT:

An employee in this position reviews residential and commercial building plans for compliance to applicable codes, zoning requirements, ordinances, and regulations to assure the structural integrity and safety of all building within the County. Authorizes issuance or denial of permits, directs and monitors the work of assigned staff to expedite the processing of building permits and serves as primary contact for construction code related questions.

Work is performed with minimal supervision and employee has considerable independence and latitude for exercising independent judgment and initiative within established policies, guidelines, and procedures. Work is reviewed periodically by supervisor for accuracy of professional judgment and compliance with department goals, policies, and codes through reports, meetings, and conferences.

ILLUSTRATIVE EXAMPLES OF DUTIES: (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Essential Job Functions:

Appear for scheduled work and complete assigned tasks within prescribed timeframes.

Read, interpret, and apply work related codes, ordinances, legal property descriptions, and other regulations and guidelines governing the building permit processes. Read and interpret blueprints, plans, and specifications, maps, and engineering drawings. Perform technical reviews for all residential and commercial building permit applications and evaluate proposed plans and specifications for compliance with building, plumbing, mechanical, fire safety, environmental, flood hazard, design, energy, barrier free requirements, zoning codes and ordinances while recommending acceptable alternatives and resolving conflicts within the scope of individual authority. Accurately perform semi-complex mathematical calculations, such as heat loss and stress compliance factors. Authorize issuance or denial of permits.

Coordinate the permit process with regard to permit application requirements, permit routine and reviews required, routing application to appropriate divisions and/or agencies. Assure that all required reviews are completed prior to issuance of permit.

Supervise assigned staff, including setting work priorities, planning, organizing, assigning, advising, assisting, motivating and training as necessary. Evaluate the work of assigned staff and participate in the selection of new employees, including making recommendations regarding hiring, discipline, transfer and termination.

Schedule and participate in pre-submittal meetings with permit applicants, advising them of code requirements and trouble-shooting potential construction problems.

Interpret Assessor legal descriptions to assure conformance and to derive ownership of parcels of property surrounding land use applications.

Develop and maintain an effective record-keeping system to track permit activities, permit files, permit status, and related records. Prepare and distribute related statistical reports.

Evaluate and recommend changes to the application review and building permit process and implement efficiency improvements as authorized.

Respond to public inquiries in person, in writing, and on the phone, regarding construction related matters and permit process procedures, translating complex technical and legal building code information and recommending possible alternatives and solutions. Exercise skill and good judgment in dealing tactfully with the public in stressful situations, promoting good public relations.

Serve as a resource person for county staff, as well as the public, developing informational literature for the division, including memos, brochures, and handouts.

Assist Building Inspectors in difficult or unusual code interpretations, researching questionable issues, and providing necessary office support for the field activities.

Perform research on codes and ordinances as assigned for the purpose of recommending changes. Monitor upcoming legislation for impact on assigned activities.

Keep current on changing codes and building practices through continuing education (seminars, classes, meetings) and reading of applicable journals.

Other Job Functions:

Serve as the Building Official in his/her absence.

Perform other related duties as assigned.

WORKING CONDITIONS/PHYSICAL ACTIVITIES:

Work is performed in an office environment and requires sitting, walking and occasional lifting.

KNOWLEDGE, SKILLS & ABILITIES:

Thorough knowledge of: Uniform building, plumbing, and mechanical codes and techniques, including the AISC specifications for steel design, the NDS specifications for timber design and soils, and foundation engineering. County zoning, energy, land use, fire and life safety, health, and related regulations, codes, and ordinances. Model conservation standards. Building construction materials and design which includes wood frame, concrete, structural steel, and masonry design.

Knowledge of: Modern supervisory principles and practices. Structural engineering principles and practices as applied to building design and construction. Geography of Kitsap County.

Skilled in: Interpersonal relationships using tact, patience and courtesy. Correct English usage, grammar, spelling, punctuation and vocabulary. Planning and organizing work.

Ability to: Communicate effectively with the public, other government agencies, and County departments. Operate a computer and other computer aided drafting equipment. Read legal descriptions, maps and charts.

QUALIFICATIONS:

Bachelor's degree in engineering, architecture, building technology or related field and three years experience in building code compliance, construction inspection, structural design, preparing and/or examining building plans or a related field, preferably in a City/County jurisdiction, including one year of lead or supervisory responsibility; or an equivalent combination of experience and education which provides the applicant with the desired skills, knowledge and abilities required to perform the work.

LICENSES, CERTIFICATES & OTHER REQUIREMENTS:

Certified plans examiner by I.C.C.

Must be able to meet all traveling requirements of the position. If utilizing a personal or County owned vehicle in the performance of County work, must possess and maintain a valid Washington State Driver's License and the appropriate amount of automobile insurance.

A criminal background check through law enforcement agencies will be conducted on all successful applicants prior to their being appointed to this position.

In accordance with WAC 296-62-07150 and WAC 296-62-09027, medical evaluations will be conducted on successful applicants prior to employment.