

BUILDING PLANS EXAMINER

Department: Planning and Development

Classification: Competitive

Specification Number: 3280

Approved: 8/24/21

Revised: By JG

MINIMUM QUALIFICATIONS

OPEN COMPETITIVE

Either:

- a) Graduation from a college with federally-authorized accreditation or registration by NY State with an Associate's Degree in Architectural Drafting, Construction Technology, Engineering Technology or a related field; or,**
- b) Graduation from a standard senior high school, or vocational school in a job-related field, or possession of a high school equivalency diploma, and two (2) years of experience in architectural drafting or building construction, involving the use and reading of plans and blueprints; or,**
- c) An equivalent combination of education and experience as defined by the limits of (a) and (b).**

NECESSARY SPECIAL REQUIREMENT

During employment in this title, employees must possess a valid license to operate a motor vehicle in New York State.

All employees hired after January 1, 1985 must successfully complete the required basic training program entitled Minimum Standards for Code Enforcement Personnel, established by the State of New York Firefighting and Code Enforcement Personnel Standards and Education Commission. The program must be completed in the appropriate time period as specified in the regulations, and upon completion, the required in-service training programs must be attended as scheduled.

DISTINGUISHING FEATURES OF THE CLASS

Under supervision, an employee in this class is responsible for the analysis and review, prior to the issuance of a building permit, of building plans and specifications for structural soundness and types of materials used. The employee is responsible for maintaining a current file on all new and significant changes in materials and types of construction methods used in the building construction field. Work requires discussing defects in plans or specifications before a permit may be issued. Work is performed with considerable independence, although a supervisor is available for discussion on difficult and technical problems. Work is performed under the supervision of the chief building inspector who may review work while in progress and upon completion for conformance with established codes and regulations. Does related work as required.

TYPICAL WORK ACTIVITIES

Examines blueprints, plans and specifications of proposed buildings prior to the issuance of the building permit, discusses requirements of plans with engineers, contractors, builders or owners; approves, modifies and makes corrections on plans and returns them for correction and resubmission when required;

Maintains an up-to-date file on building materials, construction methods, and federal, state and town codes and ordinances;

Computes square footage of building and estimated cost to determine cost of building permit;

Discusses either in person or by telephone, building problems with building contractors and the public; explains and interprets building regulations and methods of changing plans submitted in order to bring them into conformance with the building code;

Occasionally makes field investigations of large industrial, retail, or office buildings to check problems raised by regular field inspectors.

BUILDING PLANS EXAMINER

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of the codes and regulations governing building construction in the town; comprehensive knowledge of the materials and methods used in building construction; ability to read and interpret plans, blueprints and specifications to determine their conformance with building regulations; ability to enforce building codes and regulations firmly, tactfully and impartially; ability to keep records and to prepare and submit reports; ability to express one's self clearly and concisely, both orally and in writing; physical condition commensurate with the demands of the position.