

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Building Plans Examiner	<u>CLASS NUMBER:</u> 40102	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Economic Development & Planning	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A13	<u>POSITION CONTROL #:</u> 051122
<u>POSITION LOCATION:</u> 150 South Front Street, FSL Suite 10, Columbus, OH 43215	<u>TYPICAL WORK SCHEDULE:</u> Monday – Friday 8:00 AM – 5:00 PM	<u>SUPERVISOR (PCN):</u> Assistant Director (051200)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Building Plans Examiner classification is to review plans for construction, maintenance and repairs of residential buildings and related structures for conformance with governing codes, requirements, and relevant ordinances.

JOB DUTIES:

Process applications for permits and screen permit applications for general completeness and accuracy. Review building specifications presented by architects, contractors and property owners for one-, two- and three-family dwellings and garages to determine conformance with governing codes, requirements, and ordinances. Prepare daily inspection reports. Maintain applicable logs, records, and files concerning ongoing inspections. Prepare correspondence. Consult with builders, contractors, architects, and other parties on matters concerning inspections. Operate county vehicles in conducting county business.

Inspect residential buildings and related structures (e.g., footers, foundations, framing, ceilings, insulation, firewalls, etc.) to ensure that construction alterations and maintenance comply with governing codes, requirements, and other relevant ordinances. Inspect construction work performed and ensure methods, techniques, and materials used are in compliance. Inspect safety features (e.g., alarm systems, lighting, repairs, handrails, etc.). Check building construction work in progress. Ensure proper building permits were approved and issued. Issue violation notices to appropriate parties responsible for building appurtenances and structures not in compliance with relevant codes, requirements, or ordinances. Attend ongoing training, seminars, classes and workshops to keep abreast of changes required by the Ohio Revised Code. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of public relations; agency policy and procedure; government structure and process. Skill in equipment operation. Ability to define problems, collect data, establish facts and draw valid conclusions; add, subtract, multiply and divide whole numbers; calculate fractions, decimals and percentages; use proper research methods in gathering data; understand manuals and verbal instructions technical in nature; complete routine forms; maintain accurate records; originate routine business letters reflecting standard procedures.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: Vocation/Technical degree in building trades with three (3) years experience in residential or commercial construction.

Additional Requirements

Required to maintain a valid Ohio driver's license and a certification as a Residential Plans Examiner and Residential Building Inspector.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date