**JOB INFORMATION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Plans Examiner</th>
<th>Civil Service:</th>
<th>Yes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Community Development</td>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Reports to Position:</td>
<td>Building Official</td>
<td>Pay Grade:</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
<td>Overtime Status:</td>
<td>Paid Overtime</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>1/1/2018</td>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
</tr>
</tbody>
</table>

**JOB SUMMARY**

*Provide a brief description as to the primary purpose of this job (no more than three to five sentences):*

This is a technical position within the Community Development Department. Work involves review of construction documents for compliance with Building, Fire, Electrical, Plumbing and Mechanical Codes, Zoning Ordinance, and other related city codes. Work involves communications with builders, contractors and the public of Code requirements for construction projects.

**ESSENTIAL JOB DUTIES/WORK PERFORMED**

*List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:*

- Reviews building permit construction documents for compliance with City of Marion adopted Codes and regulations.
- Communicates findings of plans reviews with architects, contractors and citizens as necessary.
- Conducts inspections and enforcement of Building, Electrical, Plumbing, Mechanical, Zoning, Nuisance, Property Maintenance, Dangerous Building, and other related codes and ordinances.
- Coordinates with and supports other city departments with regard to enforcement of Fire Codes, Zoning Ordinance, Sign Ordinance, Sidewalk/Driveway regulations and other development related codes.
- Consults with other agencies as necessary for the enforcement of applicable codes and regulations;
- Issues verbal and written orders for correction of violations;
- Gathers evidence of violations; prepares information sheets for the City Attorney as appropriate;
- Serves as witness in court cases;
- Prepares recommendations for all violations that are appealed and makes presentations at the appeal board hearings.
- Maintains records of all plan reviews, conditions noted and corrected, prepares additional records and reports as required.
- Participates in training with Department employees related to code enforcement methods and administration.
- Provides technical assistance and attends meetings of appeal boards and attends other meetings as required.
- Performs related work as required.

**REQUIRED KNOWLEDGE AND SKILLS**

*List key dimensions (measurements for success) for this position:*

- Considerable knowledge of construction codes.
- Considerable knowledge of principles and practices of code enforcement.
- Considerable knowledge of construction principles and practices related to building, electrical, mechanical and plumbing trades.
- Considerable knowledge of state and local building, plumbing, electrical, mechanical and fire codes.
- Ability to read and understand construction plans and specifications.
- Ability to read, understand and apply Zoning and Subdivision Ordinances and other local codes.
- Ability to prepare clear and concise oral and written communications.
- Knowledge of the city's geography, including general soil and hydrological information as it affects building construction.
• Ability to establish and maintain effective working relationships with contractors, general public and fellow employees.
• Ability to keep and maintain department records in an organized and orderly way.
• Ability to perform mathematical calculations quickly and accurately.
• Ability to use computers, including word-processing, spreadsheet and specialized building permit/inspection software applications.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES
List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:
• Physical ability to traverse variable terrain conditions not accessible by vehicle including but not limited to steep slopes, unlevelled grades and heavily vegetated areas for the purposes of visual inspection.
• Ability to bend, stoop, climb, and otherwise move about a residence or construction site for inspections to assure compliance with applicable standards, codes and ordinances.
• Ability to bend, reach, climb, stoop and lift 40 pounds for filing and records retrieval.
• Ability to read, speak, write and understand English to communicate effectively and professionally with fellow employees, contractors, Boards and the general public via telephone or face-to-face.
• Ability to accurately observe construction work and conduct testing procedures to determine compliance with standards and ordinance requirements.
• Ability to read and interpret regulations and ordinances governing minimum construction of buildings.
• Ability to operate telephone, calculator and measuring devices.
• Ability to work long hours outdoors occasionally under adverse weather conditions.
• Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS
List the minimum requirements to be considered for this position:
• High school diploma.
• Minimum two years code enforcement and/or construction experience preferred.
• ICC Building Code Plans Examiner Certification preferred.
• Must have valid Iowa driver’s license.

WORKING CONDITIONS
List working conditions for this position:
• Works often indoors or from vehicle
• May work outdoors and may be exposed to adverse weather conditions
• May encounter contaminants and/or hazardous materials during inspections.
• Works a standard work week
• May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS
List working conditions for this position:
• Sex Offender Registry
• Drug Screening
• Driving Record
• Pre-Employment Physical