



# CITY OF OMAHA CLASS SPECIFICATION

**CLASSIFICATION TITLE: PLAN EXAMINER**

**BARGAINING UNIT: CIV MANAGEMENT CODE NUMBER: 1880**

**PAY RANGE CODE: 18.2 MC REVISION DATE: 8/25/16**

## **NATURE OF WORK:**

This is technical and professional work which involves the examination of plans and specifications of buildings and structures for compliance with the city's building, accessibility, energy conservation, and related construction codes. Considerable independence is exercised in the performance of duties; however, general guidance is received from a supervisor.

**ESSENTIAL FUNCTIONS:** *(Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)*

Examines construction documents prior to issuing building permits for compliance with the city's building, energy conservation, accessibility, and zoning codes and ordinances.

Confers with architects, engineers, and contractors prior to finalization of drawings to explain and interpret codes and to ensure proper design and construction methods and materials.

Researches and responds to questions from contractors, architects, engineers, and the public concerning building, accessibility, energy conservation, and related construction codes.

Coordinates the review of construction codes and ordinances and prepares recommendations for their adoption.

Serves as the administrator to the Building Board of Review, preparing the agenda, attending meetings, and providing interpretation of codes and ordinances at issue.

Develops educational materials and hand-outs that provide information about the city's construction codes and permit processes.

Prepares the permit, licensing, inspection, construction codes, and other division-related information for availability on the city's website.

Gives presentations at seminars, school and university classes, professional organizations, and various governmental agencies.

Maintains regular job attendance in accordance with a schedule established for the position by the supervisor.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of and ability to operate a computer or other technology using standard or customized computer or systems software applications appropriate to the assigned tasks.

Knowledge of building, accessibility, energy conservation, zoning, and related construction codes and ordinances.

Knowledge of current construction methods and materials.

Ability to establish and maintain effective working relationships with fellow employees, code officials, design professionals, and members of the general public.

Ability to make decisions based on established practices and regulations under stressful conditions.

Ability to read and accurately interpret plans, blueprints, specifications, codes, and ordinances and to compile reports of completed work.

Ability to communicate code requirements and interpretations in a clear and professional manner.

Ability to understand written or oral instructions

Ability to adhere to safety policies, procedures, and guidelines.

Ability to sit from 51 to 75% of the time; and to reach, bend, stoop, squat, kneel, crouch, stand, walk, lift, and type up to 25% of the time.

Ability to use up to twenty (20) pounds of force to move objects up to 33% of the time, to use up to ten (10) pounds of force to move objects from 34 to 66% of the time, and to use lesser amounts of force to move objects up from 67 to 100% of the time.

**EDUCATION AND EXPERIENCE:** *(The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)*

Bachelor's degree in Engineering, Architecture, Construction Technology, or a similar field

AND

Two (2) years of experience in design, construction, plan review or inspection of building construction and the interpretation of building and related codes

OR

An equivalent combination of education and experience.

**SPECIAL QUALIFICATIONS**

Depending upon the position:

Must be certified as a Residential Plans Examiner as issued by the International Code Council within six months of hire.

OR

Must be certified as a Commercial Plans Examiner as issued by the International Code Council within six months of hire.

OR

Must be certified as a Mechanical, Electrical and Plumbing Plans Examiner as issued by the International Code Council within six months of hire.

**WORKING CONDITIONS:** *(The conditions herein are representative of those that must be met by the employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.)*

Work is performed in an office setting amid normal conditions of dust, odors, fumes, and noises.

**EQUIPMENT OPERATION:** *(Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)*

Computer	Architectural scale & similar drawing tools
Copier	Facsimile machine
Telephone	Printer

Previous Revision Date(s): 1/29/08  
4/24/14