



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

Commercial Plan Examiner

GENERAL SUMMARY

Primary function of the job is to review commercial building plans and other documentation to determine and secure compliance with Codes and Ordinances.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Enforces State and County codes, laws, and ordinances related to residential, commercial, and/or industrial buildings in assigned areas of responsibility.
- Reviews sealed drawings, blueprints, designs, plans and a variety of construction documents to ensure code compliance related to assigned area of responsibility. Approves and issues permits.
- Meets with architects and engineers during the design development phase of building projects to review proposed construction for compliance with code requirements.
- Prepares project status reports for use by other internal staff, identifying project scope, construction type, areas, occupant loads, and any special features.
- Assists architects, engineers and contractors with information regarding code-related matters.
- Assists citizens with questions related to general building construction laws and regulations.
- Participates in/on a variety of meetings, workshops, training sessions, and/or other related groups in order to receive and convey information.
- Conducts research on construction projects to determine compliance with applicable code requirements.
- Performs construction site visits and final inspections to ensure compliance with specified plans and codes.
- Responds to citizens' complaints and/or inquiries from interested parties regarding potential code violations.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Graduation from high school or G.E.D. and completion of an approved apprentice program or equivalent training in assigned area of responsibility.
- Four to six years experience related to assigned area of responsibility.

CERTIFICATIONS, LICENSES (minimum requirements)

- Within 30 days of hire must be registered or provisionally registered as an Inspector or Plan Reviewer and must complete training and update requirements for regular registration renewals pursuant to the Building Officials and Inspectors Registration Act.
- Requires a valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work requires evaluating the relevance and importance of theories, concepts, and principles and developing different approaches or tactical plans to fit specific circumstances. Guidelines may exist, but are flexible and open to considerable interpretation. Analytic skills are needed to interpret and apply guidelines. Errors could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve, or may not be resolvable.

This job is not part of a series.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- Position occasionally works in an outdoor environment with exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to climb or balance; reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May have limited exposure to working in close quarters, risk of electrical shock, vibrations, fumes or airborne particles.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Basic knowledge (or able to develop basic knowledge in trades) such as building, electrical, plumbing and mechanical, with an in-depth knowledge in at least one trade
- Knowledge of local and state laws, rules, and regulations relating to code inspection, as well as the legal procedures related to the enforcement of the codes in assigned areas of responsibility
- Knowledge of the legal procedures as related to building code enforcement
- Knowledge of appropriate construction, fire or building codes, hazards, methods and techniques
- Knowledge of County permit application processes and practices
- Knowledge of County zoning regulations
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data



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- Advanced skill in performing on-site inspections
- Skill in reviewing and analyzing blueprints and/or other technical documents
- Skill in identifying and recommending soil erosion and sedimentation controls
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Physical ability to perform the job responsibilities such as walking over terrain and digging, as required by job assignment
- Ability to work independently
- Ability to read and interpret diagrams, blueprints, plans and specifications; to apply the applicable code to such plans and recognize deviations from the code and to relate them to the construction process
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to use sound judgment to detect unusual, harmful, or emergency situations and act accordingly
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to apply and tactfully enforce complex rules, regulations, policies, and procedures
- Ability to consistently demonstrate sound ethics and judgment