



LOS ALAMOS

Los Alamos County

Job Description and Classification

JOB TITLE:	Plans Examiner & Sr. Plans Examiner
JOB CODE:	188, 189
CLASSIFICATION:	Non-Exempt
DEPARTMENT/DIVISION:	Community Development/Building
SUPERVISOR:	Building Safety Manager

Position Summary:

Under the general supervision of the Building Safety Manager, reviews residential and commercial building applications and plans to assure compliance with established codes, laws, and regulations. Maintains confidentiality of privileged information.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities and activities may change at any time.

Essential Duties and Responsibilities:

- Reviews all construction plans for residential building projects to determine compliance with applicable codes and permit requirements.
- Reviews residential plans for structural calculations and fire resistive requirements as well as other requirements of the IRC (International Residential Code), New Mexico Administrative Code, IECC (International Energy Conservation Code, and any other codes that may pertain.
- Verify structural calculations on residential plans to determine correct loads are being used.
- Conducts pre-submittal meetings with contractors, design professionals, and homeowners concerning building code and permit requirements.
- Plan review follow up with applicants; explains and interprets requirements and restrictions.
- Coordinates plan review activities with other County departments as well as outside agencies.
- Assists public with building permit application process; responds to inquiries regarding plans and/or code requirements.
- Provides technical support and guidance to contractors, architects, engineers, and homeowners to answer questions and provide information about the application and correction process.
- Remains current on all applicable construction codes.
- Prepares written reports and maintains records of plan review activities.
- Contributes to a team effort and accomplishes related results as required.
- May supervise personnel, which includes work allocation and prioritization, training and problem resolution; evaluates performance and make recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Maintains confidentiality of all privileged information.
- Performs other duties as required

Additional Essential Duties and Responsibilities for Sr. Plans Examiner:

- Supervise personnel, which includes work allocation and prioritization, training and problem resolution; evaluates performance and make recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Reviews construction plans for commercial building projects to determine compliance with applicable codes and permit requirements.
- May represent the Building Safety Division on the Interdepartmental Review Committee to review development projects.

Minimum Qualifications:

- High School Diploma or GED,
- Two years' experience with reviewing residential plans and applying appropriate building codes.
- Must possess or have ability to obtain within six months of employment and maintain certification as Residential Plans Examiner through ICC.

Additional Minimum Qualifications for Sr. Plans Examiner:

- Must possess and maintain certification as an ICC Building Plans Examiner
- Additional two years' experience with reviewing commercial plans and applying appropriate building codes.
- Two years of supervisory or lead experience across all years of job-related experience.
- Must possess or have ability to obtain within six months of employment and maintain certification as Accessibility Plans Examiner through ICC.
- Must possess or have ability to obtain within first sixty days of employment and must maintain a valid New Mexico Class D driver's license.

Preferred Qualifications:

- ICC plans examiner certifications in multiple trades.
- Associates Degree from accredited college or university in Building Technology or related field.

Knowledge, Skills, and Abilities:

- Knowledge of building, fire, life and safety, energy and state codes and the principles and interpretation of the International Residential Code.
- Knowledge of construction terminology.
- Knowledge of the building permit and plan processing procedures.
- Knowledge of supervisory techniques
- Skill in conducting residential and commercial plan reviews.
- Skill in customer/client relationships.
- Skill in reading residential and commercial blueprints
- Skill in organizing and presenting information clearly and concisely, both orally and in writing.
- Skill in the use of personal computers and related software applications, such as spreadsheets, database programs, project management software, and office automation.
- Skill in employee development and performance management.
- Ability to gain working knowledge of Los Alamos County Policies and Procedures.
- Ability to review plans, comprehend, and apply technical information.
- Ability to prepare written plan review correspondence and update information into permit software database.
- Ability to work under pressure with interruptions and challenging deadlines.

- Ability to establish and maintain professional working with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to work with general supervision and maintain complete and accurate records.
- Ability to communicate effectively, both orally and in writing.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to analyze, develop, establish and maintain efficient office workflow and administrative processes.
- Ability to maintain confidentiality.

Additional Knowledge, Skills and Abilities for Sr. Plans Examiner:

- Knowledge of the state building, fire, life and safety codes, and the principles and interpretation of the International Residential Code, International Building Code, International Existing Building Code, and the International Energy Code, International Plumbing, Mechanical and Electrical Code.
- Skill in planning, coordinating, and reviewing the work of other departments involved in the permit process.
- Ability to use sound judgement to creatively solve issues.
- Ability to work with minimal supervision and to maintain complete and accurate records.

Physical Demands:

While performing the duties of this job, the employee routinely sits, stands, walks, talks and hears. The employee regularly uses manual dexterity and visual acuity to complete tasks. The employee may occasionally lift and/or move up to 25 pounds.

Work Environment:

The work environment may involve exposure to hazards or physical risks and requires following basic safety precautions. Work is performed primarily in a professional office setting with a moderate noise level and may include some outdoor work with exposure to loud noises, natural weather conditions and temperatures, various dusts, smoke and mists, and normal debris.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Approvals:

Department Director: _____ Date: _____
(signature)

Human Resources Manager: _____ Date: _____
(signature)

Reviewed:

Revised:

Created: 8/12/2021