



Class Title: Plans Examiner
Department: Planning & Development
Reports to: Building Official
Classification: 16
Salary Range: \$53,517 to \$80,275

General Purpose of the Job

Under general supervision from the Building Official, performs complex technical duties involving the review and examination of all plans.

Essential Duties and Responsibilities

- Examines residential and commercial plans, blueprints and drawings for new construction, alterations, and repairs for code compliance. Includes Framing, Electrical, Mechanical, Plumbing, Energy and Accessibility components, as well as local ordinances
- Communicates and interacts with the public, engineers, architects, surveyors, homeowners and construction industry professionals and provides technical guidance as needed
- Attends and participates in Staff Review Committee for proposed citywide projects and pre-construction meetings with owners, builders, and general contractors and city staff
- Perform other duties as assigned

Other Skills and Abilities

- Considerable knowledge of Building, Zoning, State and Federal regulations concerning building issues
- Thorough knowledge of architectural and engineering principles, terminology, and analysis
- Ability to read and comprehend complex and detailed building plans and recognizing violations while solving problems going forward
- Knowledge of approved and alternative methods and materials used in construction and the ability to analyze and interpret complex construction plan details
- Considerable knowledge and experience of local and state laws and regulations concerning the issuance of building permits
- Knowledge of FEMA flood regulations and ordinances a plus

Minimum Qualifications

- High school graduate or equivalent, Associates or Bachelors Degree preferred in Engineering, Construction management or related field
- A minimum of 4 years as a building inspector or plans examiner or equivalent

Special Qualifications

- Must possess 1 ICC Plan Review Certification or obtain within the first 6 months of hire and 1 additional ICC Plan Review Certification within the first year of hire
- Must have comprehensive knowledge of ICC Codes and be able to interpret them
- Must possess valid SC driver's license