

# Job Description

Position Title: Plans Examiner: Building Inspector

Job Family: Facilities

Job Type: Supervisor

FLSA Status: Exempt

Salary Grade: 06

## Position Summary:

The Plans Examiner Building Inspector is responsible for performing technical plans review and inspections in all trades construction and maintenance fields.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Coordinates with contractors and Facilities Planning Project Managers concerning inspection schedules.
2. Inspects and conducts plan review on commercial building, mechanical, electrical, plumbing, fuel gas, energy conservation, outdoor lighting code, Fire, and ADA accessibility to ensure compliance with College adopted codes and ordinances.
3. Reviews construction projects for adherence to adopted codes, policies, and procedures; reviews and evaluates construction plans and work and approves or denies non-conforming uses; provides leadership to coordinate plan review information with College staff and departments and ensures preparation, reports, and documentation.
4. Performs field inspections on construction, remodel projects and may also perform periodic inspections of maintenance and repair work throughout the construction phase to ensure work performed and materials used; verify quality of workmanship, quality of materials used, and compliance with constructions documents with construction codes, PCC specifications and other regulatory requirements.
5. Interprets, applies, and clarifies codes and regulations.
6. Prepare inspection correction notices on buildings and structures inspected. Resolve issues on non-compliant work with contractors and other agencies.
7. Performs on-site commercial building, plumbing, gas, and mechanical inspections.
8. Prepares inspection correction notices in software system.
9. Maintains records of inspections; update and assure the accuracy of inspection records and project documentation.
10. Performs data entry input on the computerized maintenance management system.

11. Enforces compliance through inspections relying on blueprints, specifications, and related construction documents; note deficiencies and deviations; refers serious problems and disagreements in interpretation to Superintendent of Operations.
12. Attends and participates in pre-construction meetings with College staff, contractors, subcontractors, architects, business owners and outside agencies as needed.
13. Establishes and maintains partnerships and effective working relationships with College staff, contractors, subcontractors, business owners, architects, engineers, and outside agencies.
14. Performs all work duties and activities in accordance with department and/or College's policies and procedures. Works in a safe manner and reports unsafe activity and conditions according to the state, federal, and/or any applicable laws or guidelines.
15. Uses safe work practices to include proper lifting and carrying methods.
16. Remains involved with the establishment of As Built Drawings and Commissioning of systems on construction projects.
17. Demonstrates interpersonal skills with coworkers, supervisors, the College community, and the general public. Operates as part of a team, with other operations and maintenance staff.
18. Communicates clearly both orally and in writing sufficient to receive and convey intricate details of advanced technical information. Prepares clear and concise written comments with references to code sections.
19. Keeps abreast of changes in assigned areas. Provide exceptional customer service.
20. Operates College motor vehicle safely by adhering to local laws and regulations.
21. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

1. Knowledge of regulatory compliance principles and practices
2. Knowledge and application of organizational and time management principles
3. Skill in budget/resource management
4. Skill in coordinating and monitoring the work of others
5. Skill in effective communication (both written and oral)
6. Skill in independent decision making
7. Skill in organization, coordination, and management
8. Skill in performing a variety of duties, often changing from one task to another of a different nature
9. Skill in problem solving
10. Skill in program development and process improvement
11. Skill in operating specialized computer software and applications.
12. Ability to adapt and maintain professional composure in emergent and crisis situations
13. Ability to develop and maintain effective and positive working relationships
14. Ability to operate relevant equipment required to complete assigned responsibilities for the position

## Supervision:

- Supervises work of others, including planning, assigning, and scheduling work, reviewing work, and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

## Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Governance, Institutional Policy, and Legislation: Allows impact on the guidelines that determine how the College operates.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- High school diploma or GED required.
  - Three (3) to five (5) years of related experience in at least one or a combination of the following areas: plans examiner, building inspector, project manager, project engineer, project architect, construction trades, or building design.
  - Three (3) years of experience in the role of a Certified ICC Commercial Plans Examiner or Commercial Combination Inspector required.
  - OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above.
  - Bachelor's degree in a related field of study preferred.
  - Five plus (5+) years of related experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above
- **Note:** International Code Council (ICC) certification in at least two of the following areas listed below required: If the incumbent does not have their Commercial Building Plans Examiner (B3) or

Commercial Building Inspector (B2) certification, they will be required to obtain one of the two certificates within the 6-month probationary period.

- Commercial Building inspector B2
- Commercial Electrical inspector E2
- Commercial Plumbing inspector P3
- Commercial Mechanical inspector M3
- Commercial Building Plans Examiner B3
- Commercial Electrical Plans Examiner E3
- Commercial Plumbing Plans Examiner P3
- Commercial Mechanical Plans Examiner M3
- ICC ANSI A117- 2017 Accessibility Code

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a non-traditional work environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a non-traditional work setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties, including: traversing uneven surfaces, ascending/descending ladders, and working atop high surfaces; to move, transport, and/or position moderate to heavy (over 50 pounds) amounts of weight; to operate various equipment required to perform job; may be required to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information. May be exposed to various hazardous conditions such as extreme heat, extreme cold, infectious disease, moving vehicles, electrical current, chemicals, low lighting, tight spaces, or high places, moving mechanical parts, etc.
- Work is performed outdoors in all types of weather. Exposure to all elements of the weather. Temperature may reach as high as 110 degrees during the summers. Exposure to hazards from heat, chemicals, fumes power equipment and manual equipment.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License
- Some evening or weekend work hours

