

**City of Dallas**  
**Classification Specification**

<b>Title:</b>	<b>Plans Examiner</b>	<b>Class Code:</b>	<b>16401</b>
<b>Application:</b>	<b>Career Series</b>	<b>Pay Grade:</b>	<b>G</b>
<b>Supplemental/Code:</b>	<b>Technical/3</b>	<b>Established:</b>	<b>01/01/09</b>
<b>FLSA Status:</b>	<b>Non-Exempt</b>	<b>Revised:</b>	

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**Position Purpose:**

Analyze commercial and multi-family building plans and specifications for compliance with City Building Codes. Work is performed under the supervision and guidance of a supervisor providing technical assistance on complex problems, work is reviewed while in progress and upon completion for achievement of desired results and application of established codes and regulations.

**Essential Functions:**

1. Conduct preliminary review of plans and applications for commercial and residential construction using established pre-screen procedures to assure that all the necessary documents and data are being submitted and reject those applications which are incomplete.
2. Meets with contractors, builders and property owners in regard to the status of plans; explains and interprets the building code and regulations relative to the construction plans submitted; explains the methods of modifying plans submitted to comply with the building codes and regulations.
3. Provides support to the Senior Plans Examiners and Permit Center Manager.
4. Routes to Express Plans Review Team, those copies of plans which have been submitted for expeditious handling, including calculation of required parking.
5. Provide customer service assistance through assisting public in use of Maps, Plats, Files, and other records pleasantly and promptly.
6. Reviews investment manager's compliance with contracts and guidelines.
7. Research for and complete legal data entries on applications.
8. Regular, reliable and punctual attendance is an essential function of the job.

Place your initials here!!!

**Knowledge, Skills, and Abilities Required to Perform Work**

Thorough knowledge of building, plumbing, mechanical, electrical and/or zoning codes with considerable knowledge of other City codes, ordinances and safety regulations affecting building construction.

Knowledge of City construction codes

Knowledge of state laws applicable to inspection

Ability to effectively communicate both verbally and in writing with the general public while discussing, explaining and interpreting standards and codes

Ability to read and accurately interpret construction plans, specifications and reference materials.

Ability to analyze facts, recognize problems, and to formulate and implement viable solutions

Ability to establish and maintain effective working relationships with employees, citizens, contractors, architects, engineers, designers, department staff, and other City departments

Must have qualifications to obtain one or more certifications as Building, Plumbing, Mechanical, or Electrical Plans Examiner

Requires State of Texas class "C" driver's license.

**Working Conditions and Hazards**

Works in an office environment and in the field

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The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.

Place your initials here!!!