

City of Dallas
Classification Specification

Title:	Senior Plans Examiner	Class Code:	16404
Application:	Career Series	Pay Grade:	H
Supplemental/Code:	Technical/3	Established:	10/01/01
FLSA Status:	Non-exempt	Revised:	10/01/14

Position Purpose

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

Essential Functions Depending On Location

1. Performs skilled technical work in examining building construction plans and specifications for complex low-rise and high-rise structures prior to the issuance of building permits.
2. Meets with contractors, builders and property owners in regard to the approval or disapproval 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; and, gives advice to building inspectors.
3. Examines blueprints, complex construction drawings and specifications of proposed buildings prior to the issuance of a building permit; discusses technical requirements of plans with engineers, contractors, builders or owners; suggests modifications and calls for corrections to plans as necessary; and returns plans for corrections and resubmission.
4. Computes square footage of buildings, estimates costs, and calculates building permits.
5. Makes more complex field inspections of new construction while in progress and determines if the construction complies with the building code and the approved plans and assists Inspectors as needed.
6. Performs related work as required.
7. Regular, reliable and punctual attendance is an essential function of the job.

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 establish and maintain an effective rapport with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Ability to communicate effectively both orally and in writing.

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

Ability to analyze facts, recognize problems, and 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 possess qualifications to obtain one or more certifications as Building, Plumbing, Mechanical, or Electrical Plans Examiner.

Texas class "C" driver's license required.

Working Conditions and Hazards

Works in office and in field.

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.