

**Jefferson County, West Virginia**  
**Job Description**  
**Revised 02/15/2018**

<b>Position Title:</b>	Building Plan Reviewer	<b>Grade Level:</b>	IV
<b>Department</b>	Dept. of Engineering, Planning & Zoning – Office of Permits and Inspections	<b>Date:</b>	
<b>Reports to:</b>	Chief County Engineer	<b>FLSA Status:</b>	Non-Exempt

**Statement of Duties:** Employee is responsible for reviewing plans and specifications as submitted for permitting construction projects to ensure conformance with applicable building codes, ordinances and laws. Employee is required to perform all similar or related duties.

**Supervision Required:** Under the general supervision of the Chief County Engineer/Building Code Official, the employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently in accordance with specific instructions. The supervisor provides additional, specific instruction for new, difficult, or unusual assignments including suggested work methods as necessary. The employee is expected to recognize instances which are out of the ordinary and which do not fall within existing instructions; the employee is then expected to seek advice and further instructions. Reviews and checks of the employee's work are applied to an extent sufficient to keep the supervisor aware of progress, and to insure that completed work and methods used are technically accurate and that instructions are being followed. In many cases, the work is self checking, for example, requiring accounts to balance before proceeding.

**Supervisory Responsibility:** Employee is not regularly required to supervise employees.

**Confidentiality:** Employee has access to confidential information such as department files.

**Accountability:** Consequences of errors or poor judgment may include adverse public relations, monetary loss, legal repercussions, personal injury, and/or injury to self or others.

**Judgment:** Numerous standardized practices, procedures, or general instructions govern the work and in some cases, may require additional interpretation. Judgment is needed to locate, select, and apply the most pertinent practice, procedure, regulation or guideline.

**Complexity:** The work consists of a variety of duties which generally follow standardized practices, procedures, regulations or guidelines. The sequence of work and/or the procedures followed vary according to the nature of the transaction and/or the information involved, or sought, in a particular situation.

**Work Environment:** Work requires some agility and physical strength to move in and about construction work sites, over rough terrain, or standing or walking most of the work period. Employee is exposed to outdoor work, confined spaces and high places, toxins or fumes, equipment and machinery, traffic, electricity, radiation, biohazards, loud noises, emotional stress,

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and risk of personal injury.

**Nature and Purpose of Public Contacts:** Relationships are primarily with co-workers and the public involving frequent explanation, discussion or interpretation of practices, procedures, regulations or guidelines in order to render service, plan or coordinate work efforts, or resolve operating problems. Other regular contacts are with service recipients and employees of outside organizations such as vendors, banks and/or developers/ contractors. More than ordinary courtesy, tact and diplomacy may be required to resolve complaints or deal with hostile, uncooperative or uninformed persons. Employee may furnish news media with routine information such as meeting agendas or departmental procedures.

**Occupational Risks:** Essential functions regularly present potential risk of injuries from improper exposure which could result in loss of time from work. Examples of injury include burns from chemicals, steam or fire, severe muscular strains from working with extremely heavy material, falls from heights in excess of three feet and illness from exposure to communicable diseases. Special safety precautions, training, or protective clothing such as gowns, coats, gloves, glasses, hats or boots may be required.

**Essential Functions:**

*The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*

1. Review building plans for one and two family dwellings and commercial/industrial buildings to ensure that building plans and specifications comply with applicable standards of construction, use appropriate materials and methods, are safe for people and property, comply with code requirements and utilize the proper structure design.
2. Provide quality customer service over the telephone and in person to architects, engineers, builders, contractors, owners and other citizens and members of the public to answer questions and provide information about the permit application and inspection processes and building code requirements.
3. Utilize, maintain and advance the use of the content management system (CMS) to efficiently process permit applications, to communicate with permit applicants, and digitally manage records and information.
4. Provide advice and assistance to field inspectors regarding code interpretations as requested.
5. Fulfill responsibilities of building inspectors in their absence or as workload demands require.

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6. Coordinates efforts with State Fire Marshal and/or third-party certifications.
7. Authorizes commercial building permit Use and Occupancy Certificates.
8. Attends training courses to remain aware of industry regulations, obtains building code certifications and continuing education requirements as required by state law. Obtain and maintain certifications required under West Virginia state code.
9. Performs duties of Building Inspector, Permits Technician, or other related work as assigned by the Chief County Engineer/Building Code Official.
10. Participates in building code round-table discussions held by Engineering, Planning & Zoning for the building industry.

**Recommended Minimum Qualifications:**

**Education and Experience:** Certification as an ICC building plans reviewer, or Associates Degree in Architecture, or work experience in Building Code Enforcement with five to seven (5-7) years related work experience in the area of building design or construction; or any equivalent combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. In addition, successful completion of the training and examinations required to be certified as an Inspector and Plans Examiner by the International Code Council and the West Virginia State Fire Marshal (WV State Code, Title 87-7-3).

**Special Requirements:**

Valid Motor Vehicle Operator's License and Building Code Inspector and Plans Examiner Certifications (W.V. State Fire Marshal, W.V. State Code, Title 87-7).

**Knowledge, Abilities and Skill**

**Knowledge:** Knowledge and understanding of building construction trades and terminology, International Building Codes, and building construction processes and methods.

**Abilities:** Ability to work independently; ability to deal with public tactfully and effectively. Ability to establish and maintain effective working relationships with department staff, contractors doing business for the town as well as state regulatory authorities. Ability to carry out essential functions under hazardous or inclement weather conditions in a safe manner. Ability to establish and maintain a work reporting system and other related records. Ability to deal effectively with disgruntled members of the public. Ability to read and interpret construction drawings and blue prints.

**Skill:** Basic math skills, computer skills, proficient with AutoCAD type software, proficient

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written and oral communications skills.

**Physical and Mental Requirements**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions*

**Physical Skills:** Work requires moderate intermittent physical strength and effort daily, such as, lifting heavy objects, carrying the object(s) and stacking them or placing them in a vehicle or storage area. In addition, pulling, pushing, standing or walking for the full work day may also be involved. A great deal of physical effort must be exerted at this level. Travel, particularly during adverse weather conditions and troublesome road conditions and at times during the evening, is required.

**Motor Skills:** Duties may involve assignments requiring application of hand and eye coordination with finger dexterity and motor coordination. Examples may include operating a personal computer, using hand tools, or climbing a ladder.

**Visual Skills:** Visual demands require the employee to constantly read and interpret documents for general understanding and analytical purposes; employee also routinely reviews non-written materials (e.g. maps and blueprints). Employee is required to distinguish colors.

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