

PLANS EXAMINER

Department: Permits and Planning

Reports To: Chief Building Official

Division: Permits

Location: Administration Building

FLSA Status: Non-Exempt

Classification: Full-Time/Civil Service

Approved By: Director–Permits & Planning

Date of Approval: August 2010

Pay Grade Level: 9

JOB SUMMARY

The Plans Examiner is responsible for the review of all building plans and enforcement of applicable building codes and Lafourche Parish Ordinances for Commercial and Residential Installations. This would include but is not limited to the examination of all plans for building, mechanical, electrical, plumbing, energy and existing building codes for code compliance in accordance with State Law and local ordinances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of various types 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. The essential duties and responsibilities include the following:

- Review building plans of new commercial, commercial additions and/or renovations, and new residential, residential additions and/or renovations and/or accessory installations to ensure compliance with all applicable codes and sound construction practices prior to the issuance of all building permits.
- Insure compliance with all Parish ordinances concerning property zoning, building setbacks, parking lots and driveways, etc.
- Discuss necessary modifications to plans with architects, engineers, contractors, builders and homeowners.
- Confer with contractors, architects, engineers, property owners and other interested parties to explain and interpret codes and regulations.
- Work with permit inspectors to ensure compliance with codes.
- Testifies at hearings regarding permitting and compliance activities.
- Perform other duties as assigned or required.

SUPERVISORY RESPONSIBILITIES

May assist the Chief Building Official in supervising part-time, temporary, and permanent staff in the performance of job duties.

COMPETENCIES

To perform the job successfully, an individual should demonstrate the following competencies:

Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Responds to requests for service and assistance; Meets commitments.

Interpersonal Skills - Maintains confidentiality.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions. Jobholders must be legally able to work in the United States.

Education and Experience. Associate degree or higher from college or university or a certificate of completion from a technical school; and three (3) to five (5) years related experience and/or training in the building plans review or building construction trade; or equivalent combination of education and training in the administration of public regulatory programs. Must possess the ability to exercise independent judgment within established systems and procedures. General knowledge of Lafourche Parish laws and regulations regarding building and development, especially as it relates to the regulatory requirements of the National Flood Insurance Program and associated floodplain management requirements preferred.

Language Skills. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, legal documents, building plans and specifications and/or governmental regulations. Ability to write reports, business

correspondence, and procedures manuals. Ability to effectively present information and respond to questions from groups of managers, employees, representatives of federal and state agencies, elected officials, and the general public.

Mathematical Skills. Ability to calculate figures and amounts such as discounts, interest, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply fundamentals of plane and solid geometry and trigonometry.

Reasoning Ability. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Certificates, Licenses, Registrations. Must possess a valid Driver's License and must obtain a valid Louisiana Driver's License within 30 days of employment. Certification as a Plans Examiner by the International Code Council as prescribed by the Louisiana State Uniform Construction Code Council (LSUCCC) or obtain all of the required Plans Examiner certifications within one (1) calendar year from the date of hire.

OTHER SKILLS AND ABILITIES

- Must possess the capability to learn the technical and professional methods, practices, and procedures in the proper administration of a comprehensive parish regulatory program; and, basic abilities in the operation of personal computers, typewriters, calculators, copy machines, and fax machines; basic knowledge of computer word processing software, business English, spelling, punctuation, and methods and techniques in record keeping and filing systems.
- Must possess the ability to establish and maintain effective working relationships with developers, architects, engineers, and the general public; and work under stressful conditions and with frequent interruptions.
- Ability to deal courteously and effectively with the public, governmental officials, and other employees of the Lafourche Parish Government.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, stand, use hands to finger, handle, or feel; reach with hands and arms; stoop, climb, and balance; and talk and hear; The employee must occasionally lift and/or move up to 25 pounds; Specific vision abilities required by this job include close vision, distance vision, depth perception, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable

accommodations will be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The noise level in the work environment is normally moderate and occasionally noisy.