

City of Fort Worth, Texas Job Description

Classification Title	Plans Examiner		
Job Code:	TC5360	Job Family:	Technical/Para-Professional
Pay Grade	509	Date Reviewed:	06/27/15
FLSA Status	Nonexempt	Date Revised:	

GENERAL SUMMARY

Performs a variety of technical duties in reviewing, approving and processing building applications in assigned area, including building, electrical, plumbing and mechanical. Reviews building and structural plans and specifications for conformance to building codes and laws. Reviews site plans for conformance to the Zoning Ordinance including Urban Forestry.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Reviews plans for conformance to various construction, building, electrical, mechanical, plumbing and structural codes and regulations.
2. Interprets regulations, laws and ordinances for purposes of plans examination within established departmental guidelines.
3. Provides assistance with drawings, applications, calculations and codes to the general and building contractors, architects, engineers and the general public.
4. Reviews site plans for conformance to regulations of the Zoning Ordinance, including setbacks, landscaping, parking, height, and other specific site or building layouts as required.
5. Reviews site plan for conformance to regulations of the Urban Forestry found within the Zoning Ordinance, including calculations for existing canopy to be retained and required plantings to gain the overall canopy coverage requirements.
6. Reviews specifications and calculations. Consults with originator when discrepancies are found. Advises applicant on methods of compliance; makes adjustments as necessary.
7. Interacts with property owners, consultants, professional engineers, architects and contractors to solve issues on set of plans for permit.
8. Makes site visits to confirm project compliance with City regulations.
9. Revises or amends original plans as necessary and provides follow up correspondence with the owner or contact person.

10. Enters all plans examination and application data into computer system. Updates and retrieves data to determine status of application and issues permits.
11. Performs basic engineering computations in order to determine code compliance.
12. Performs other duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**

- Policies and procedures, methods and techniques of performing plans review activities in all areas including zoning, building, electrical, plumbing and mechanical.
- Methods, materials and techniques used in construction of buildings and related structures.
- General construction principles and practices in assigned area of examination including building, electrical, plumbing and/or mechanical.
- Basic and advanced mathematical formulae including algebra and geometry.
- Acceptable safety standards.
- Basic engineering concepts and theories.
- The structure, requirements, and application of zoning especially on site plans.
- Urban Forestry requirements on development and general understanding of tree species and soil types and their compatibility to individual sites and construction methods.
- Geographic Information Systems (GIS).
- Principles of business letter writing and basic report preparation.
- Principles and procedures of record keeping.
- Office equipment including computers and supporting word processing and spreadsheet applications.
- Pertinent federal, state, and local laws, codes and regulations.

- **Skill in:**

- Planning and prioritizing.
- Observation and decision-making.
- Organization and time management.

- **Ability to:**

- Communicate clearly and effectively, both orally and in writing.
- Perform plans examination and review activities in assigned area including building, electrical, plumbing and/or mechanical.
- Understand and apply zoning requirements to specific projects and site-plans, including Urban Forestry as applicable.
- Read and interpret plans and specifications in assigned area, including through an electronic permit review system.

- Interpret and explain codes, zoning ordinances, engineering terms, basic engineering concepts and theories to building contractors, engineers, architects and the general public.
- Verify calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.
- Maintain files and records for permit applications and plans examination purposes.

MINIMUM JOB REQUIREMENTS

Associate's Degree and two years of city building inspection, plans examination, construction field, landscape architecture, forestry experience or related field.

OTHER REQUIREMENTS

Possession of, or ability to obtain, a certificate from a national model code organization showing satisfactory competence in code knowledge in assigned examination area of the disciplines covered by this classification, i.e., electrical, building, mechanical, or plumbing.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, stooping, kneeling, crouching, reaching, walking, repetitive motions, climbing, balancing, pushing, pulling and lifting.

PHYSICAL DEMANDS

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 essential functions.

Light Work – Depending on assignment, positions in this class typically exert up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and/or a negligible amount of force constantly having to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for the Sedentary Work category and the worker sits most of the time, the job is rated Light Work.