

# South Jordan City

## Job Description

**Title:** Plans Examiner  
**Org:** 100420  
**Pay Grade:** 17

**Effective Date:** 10/1/2021  
**FLSA:** Non-Exempt  
**Workers Comp:** Clerical

### GENERAL PURPOSE

Perform a variety of full performance technical duties as needed to assure building plan compliance with local uniform building and zoning codes.

### SUPERVISOR

Chief Building Official

### POSITION(S) SUPERVISED

None

### ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's supervisor.

Job attendance is required, except for authorized leave.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach.

Receive and examine building plans for compliance with uniform building code as to construction, building type, occupancy, fire protection and location of lot; verifies plans to conform to city ordinances within time guidelines set by the department; interprets regulations and codes to builder and property owners to assist them in correcting construction plans to meet established standards.

Process building applications; determine building permit fees and impact fees following established procedures for building type and size for building, plumbing, electrical, water, heating, cooling and other construction phases as required by law.

Conduct pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advise architects, engineers, contractors and owners on code and design requirements.

Make corrections for errors on blueprints; discuss and explain ordinances and codes to concerned home owners and contractors; assume authority and responsibility for plan corrections as to conformance to city ordinances and codes.

May perform as building inspector; visit building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, wiring, plumbing, and heating to assure compliance to building codes and ordinances, when needed.

Assist customers with questions and issue permits. Help maintain complex filing system.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D

AND

B. Three (3) years of experience related to some aspect of building construction inspection

2. Special Qualifications:

Valid Utah Class D Driver License

Associates Degree preferred

Residential and Commercial Four Way Building Inspector Certified

Certified by the International Code Council as a Building Plans Examiner or obtain within six (6) months

Certified by the International Code Council as a Residential Building Plans Examiner within one (1) year

3. Knowledge, Skills, and Abilities:

Knowledge of building, plumbing, electrical, mechanical and energy conservation codes; modern construction methods, practices, materials, tools and equipment; drafting techniques.

Skill in diplomacy and cooperative problem solving.

Ability to operate a personal computer and Microsoft products.

Ability to interpret codes accurately and effectively; ability to read and analyze construction blue prints; ability to perform routine drafting; ability to analyze permanent structures to determine conformity of established codes; ability to develop effective working relationship with the public, fellow workers, supervisors and local professionals; ability to communicate effectively verbally and in writing; ability to perform advanced mathematical calculations; ability to perform with considerable independence in the job.

Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach.

4. Working Conditions:

The tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking. Frequent local travel required in course of performing portions of job functions.

*The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.*

*Human Resources Use Only*

<b>Job Class:</b>	<b>Clerical Non-Exempt</b>	<b>EEO-4 Class:</b>	<b>Tech</b>
<b>Location:</b>	<b>Building</b>	<b>EEOP Class:</b>	<b>Tech</b>
<b>Group/BU:</b>	<b>General Pay Plan</b>	<b>Tech-Net Match:</b>	<b>375</b>