

## PLANS REVIEW ENGINEER

### NATURE OF WORK

This is responsible technical work examining applications, drawings and specifications submitted for obtaining commercial building permits.

Work involves responsibility for the examination of plot plans, drawings and specifications pertaining to the construction, alternation and use of commercial buildings to determine compliance with the building code, zoning ordinances and other applicable ordinances. Examination must reveal that drawings and specifications meet the requirements of the building, plumbing, HVAC and electrical codes and may involve technical examination of structural, plumbing, HVAC and electrical design elements. Work also involves the coordination of detailed examinations by other departments for approval before authorizing issuance of the building permit. An employee of this class is given considerable latitude in determining whether compliance has been achieved and has the responsibility for disposition of building permit applications. Work is performed under the general supervision of an administrative superior who is consulted for advice whenever needed. Work is reviewed by an administrative superior for program effectiveness and conformance with applicable ordinances and established departmental policies through review of the projects submitted and accepted.

### EXAMPLES OF WORK PERFORMED

Reviews architectural and engineering building plans to ensure that specific requirements of the building code have been complied with, and that the engineering has been properly executed to ensure a sound design in accordance with code requirements and recognized engineering theory and practice.

Examines plans submitted for commercial building permits to ensure they conform to applicable building codes, zoning and other relevant ordinances; checks to see that property is zoned correctly for intended use and in compliance with yard, height, area and other zoning requirements and that building construction meets the general requirements of the building code for the type of occupancy proposed.

Examines plans and specifications to ensure sufficient data concerning plumbing, mechanical, electrical, site access and utilities are indicated, and so detailed that a review can be completed by other departments.

Coordinates other department plan reviews and determines that compliance is indicated on the plans and specifications before authorizing issuance of the building permit.

Confers with contractors, engineers, architects, property owners and other interested parties; explains and interprets building laws and regulations, as well as municipal and county zoning ordinances and related laws.

Performs related work as required.

### DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the materials, methods and practices used in building construction.

Thorough knowledge of the codes, regulations and ordinances governing building construction in the City of Lincoln and Lancaster County, Nebraska.

Considerable knowledge of legal procedures as related to enforcement of municipal and county codes and ordinances.

Ability to read and interpret construction plans and specifications.

Ability to explain, interpret and enforce codes, regulations and ordinances firmly, tactfully and impartially.

Ability to establish and maintain effective working relationships with subordinates, contractors, architects, engineers, property owners, municipal officials and the general public.

Ability to express oneself clearly and concisely, orally and in writing.

Ability to use a computer for research and information retrieval.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university with major course work in engineering, architecture, construction management or related field plus experience in building design work including structural design and experience in the administration of the Uniform Building Code.

Professional registration as an engineer or architect.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in engineering, architecture, construction management or related field with some experience in building design work; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

NECESSARY SPECIAL REQUIREMENTS

Must have certification as a Plans Examiner in the Uniform Building Code as sponsored by the International Conference of Building Code Officials within six (6) months of employment.

Approved by: \_\_\_\_\_  
Department Head

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Personnel Director

9/94  
Revised: 7/98