

# **Plan Reviewer/Inspector**

## General Statement of Duties

Performs inspections work and plan review to ensure compliance of Town buildings and property with proper codes and ordinances including State Building Codes, FEMA, floodplain, and zoning codes.

## Distinguishing Features of the Class

An employee in this class is responsible for insuring compliance with zoning codes, FEMA requirements, and other state and federal flood and environmental codes and laws. Employees work daily with contractors and the public in complying with Town ordinances and codes. Employee in the position is primarily responsible for plan review and assists with inspections. Tact, courtesy, and firmness must be exercised in dealing with contractors, the public and the appropriate committees. Work subjects the employees to inside and outside environmental conditions; extremes in temperature; hazards associated with construction work. Work is performed under the general supervision of the Codes Administrator and is evaluated based on periodic conferences, review of inspection reports, and through contractor and public reactions.

## Duties and Responsibilities

### Essential Duties and Tasks

- Advises engineers, builders, contractors, etc. in interpreting and applying code regulations.
- Maintains records of inspections and prepares necessary reports.
- Reviews building plans for FEMA, and other local, state, and federal code compliance.
- Participates in site plan review.
- Performs construction plan review.
- Issue residential and commercial permits.
- Performs zoning code enforcement.
- Investigates complaints, monitors storm water.
- Assists with hurricane response and inspection.

### Additional Job Duties

- Attends continuing education and training necessary to maintain all necessary certifications.
- Performs related duties as required.

## Recruitment and Selection Guidelines

### Knowledges, Skills, and Abilities

- Considerable knowledge of State building codes and local laws.
- Knowledge of construction and system installation procedures in electricity, plumbing, heating, and air conditioning systems.
- Knowledge of Town zoning ordinances, FEMA, and related flood and environmental laws and codes.
- Knowledge of the application of information technology to the work.
- Skill in the interpretation of codes and ordinances and their application to specific situations.
- Skill in reading and interpreting plans and specification.
- Skill in collaborative conflict resolution.
- Ability to establish and maintain effective working relationships with contractors and the public.
- Ability to enforce regulations tactfully and firmly.

Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, and hearing.

Must be able to perform light work exerting up to 20 pounds of force occasionally; and/or up to 10 pounds of force frequently; and a negligible amount of force constantly to move objects.

Must possess the visual acuity to do extensive reading, use measurement devices, operate a motor vehicle, and perform building inspection tasks.

Desirable Education and Experience

Graduation from high school and experience in zoning and plan review; or an equivalent combination of education and experience.

Special Requirements

Possession of a valid North Carolina driver's license.

Shall be capable of qualifying for Probationary status to perform inspections upon hiring date.

Ability to obtain: Level I Certification in Building, Plumbing, Electrical, Mechanical, within the designated 3-year period established by North Carolina Department of Insurance and issued by the North Carolina Qualification Board for State Inspections.