

NEW CASTLE COUNTY GOVERNMENT

Number 0520

Page 1 of 2

Date 06/15/16

CLASS SPECIFICATION

Title: CERTIFIED PLAN EXAMINER

Approved:



GENERAL STATEMENT OF DUTIES: Reviews construction drawings and plans to assure compliance with all New Castle County codes; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class examines prints and plans for construction projects throughout the County before a building permit is issued to assure that the plans adhere to all New Castle County codes relating to construction. This employee determines whether or not the proposed construction is a permitted use in the zoning classification and ensures that all other required permits have been obtained prior to issuing the permit. When technical problems are evident in plans, this employee advises architects, engineers, construction managers, other professionals, and the applicant as to the proper method and materials to use in order to meet code requirements. This employee must keep abreast of new technical developments and engineered systems in the construction field. When technical problems arise pertaining to construction, the employee makes field inspections to ensure compliance with approved plans. Depending upon the needs of the department, the employee may be required to work extended hours such as early mornings, nights, and weekends. This employee works under general supervision.

EXAMPLES OF WORK: (Illustrative only)

- Reviews and approves construction plans to assure compliance with codes relating to exits, structural members, fire proofing, occupancy, fire protection, and others;
- Refers to engineering tables to check the adequacy of proposed load bearing members in a structure;
- Interprets and provides information and answers pertaining to New Castle County codes relating to construction and explains the code to permit applicants;
- Maintains current knowledge of technical developments and engineered systems in the construction field;
- Calculates and estimates valuation of proposed construction for permit fees and processes applications for permits;
- Makes recommendations on code-related issues such as code amendments, variances, modifications, and enforcement actions;
- Coordinates with outside regulatory agencies to ensure that various approvals required for construction projects are obtained;
- Meets with architects, engineers, contractors, and homeowners to review and solve problems with construction plans as they relate to code conformance and represents New Castle County at community meetings;
- Maintains a daily log of all work reviewed;
- Maintains records and prepares plan review reports;
- May instruct other staff members in subjects such as plan review, blueprint reading, and other specific topics as requested;
- Reviews and approves lines and grades for swimming pools, garages, accessory buildings, and additions;
- May administer a licensing program for building contractors and new homebuilders which includes the review of credentials for new applications for licenses and preparing, scheduling, monitoring, and grading examinations;

NEW CASTLE COUNTY GOVERNMENT

Number 0520

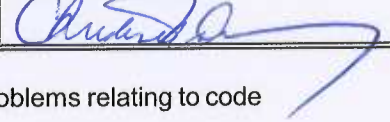
Page 2 of 2

Date 06/15/16

CLASS SPECIFICATION

Title: CERTIFIED PLAN EXAMINER

Approved:



- Works with Code Enforcement to provide code interpretations and resolve problems relating to code violations and unpermitted activity;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a personal computer and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of building construction and alterations; thorough knowledge of the techniques and principles of reading and interpreting plans, specifications, and blueprints accurately; good knowledge of codes and ordinances relating to construction; ability to perform mathematical calculations necessary to compute estimated valuation of building projects; ability to use appropriate engineering tables to verify the adequacy of proposed load bearing members in structures; ability to maintain current knowledge of technical developments in the construction field; ability to communicate courteously and effectively, both verbally and in writing; ability to establish and maintain effective working relationships with government officials, professional associates, architects, engineers, contractors, homeowners, agencies, other employees, subordinates, and the public; ability to maintain accurate records and to prepare related reports.

MINIMUM QUALIFICATIONS: At least five (5) years experience in construction work in a skilled trade and completion of two (2) years of college course work involving drafting work and interpretation of construction drawings or related field; or an equivalent combination of experience, education, or training directly related to the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Ability to pass a Class III County physical examination and background check. Possession of a valid Delaware Class D driver's license or its equivalent; verification of successful completion of the ICC Building Plans Examiner (B3) examination at time of application.

HISTORY OF REVISIONS:

Established: 05/23/00
Revised: 04/06/04
Revised: 07/01/05
Revised: 08/04/10
Revised: 06/14/16