

GILA COUNTY HUMAN RESOURCES

JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



POSTED: SEPTEMBER 17, 2020
OPEN UNTIL FILLED

DEPARTMENT: Community Development

POSITION: Plans Examiner

LOCATION: Payson

JOB CODE: 20-047

ANNUAL SALARY: \$46,482-\$62,750 DOE

PURPOSE OF THE JOB

The purpose of this position is to enforce building code and local/state regulations in relation to buildings and structures. This position reviews building plans and performs field inspections, meeting with various parties to discuss available options. The role also involves customer service and conducting research in relation to issues raised by customers and other professionals.

SUPERVISORY RESPONSIBILITIES

This position does not supervise other employees.

ESSENTIAL DUTIES AND RESPONSIBILITIES	TIME SPENT
• Executes timely plan review of building plans submitted for compliance with zoning and building ordinances and building, mechanical, plumbing, electrical and energy codes.	55%
• Provides counter and telephone customer service, answering inquiries related to topics including design criteria, code, zoning, permit requirements, plan submittal, inspections and structural calculations.	15%
• Performs field inspections to ensure construction adheres to approved building plans and specifications and is in compliance with adopted building codes and ordinances.	10%
• Conducts code review and research on questions and issues that arise from customers, building official or field inspectors.	10%
• Meets with architects, engineers, designers, contractors, and homeowners to review plan submittal deficiencies and discuss any revisions required and potential options.	10%
• Performs other duties as assigned.	

BUDGET RESPONSIBILITIES

This position has no responsibility over any types of budget.

PROJECT RESPONSIBILITIES

This position provides project resources allocation based on pre-approved resources on process improvement projects.

ORAL COMMUNICATION DUTIES

This position explains County procedures or processes and responds to public inquiries.

WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, procedures and contracts.

INTERACTIONS WITH THE GENERAL PUBLIC

Interacts regularly with the general public, external contacts such as vendors, bankers, attorneys or other professionals, and other Institutions, over the telephone, by email, and/or in person.

INTERACTIONS SPECIFICALLY WITH CUSTOMERS

Regularly (More than 55% but less than 70% in a year)

MINIMUM EDUCATION REQUIRED

Associate's Degree in Architecture, Engineering or a related field.

MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED

Four (4) years experience; or equivalent combination of education, training and experience.

PROFESSIONAL CREDENTIALS REQUIRED

International Code Council Building Plans Examiner or Residential Plans Examiner Certification is required or must be obtained within one (1) year of employment.

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KNOWLEDGE REQUIRED

Customer and personal service, electrical systems, architecture, building and construction, heating, ventilation, and air conditioning (HVAC).

SKILLS REQUIRED

Active learning, critical thinking, reading, customer service, problem recognition, problem solving, developing alternative solutions and time management.

ABILITIES REQUIRED

Solve problems sensibly and swiftly, memorize and recall, make sense of multiple information, maintain calm demeanor in stressful situations and ability to follow orders.

PHYSICAL DEMANDS

- Regularly stands to attend to customers.
- Constantly sits to attend to other duties.
- Regularly lifts under 10 lbs.; rarely lifts up to 25 lbs.
- Regularly requires dexterity for keyboard operation.
- Incumbents in this position may be required to regularly walk to and from work sites; occasionally crawl or kneel.

WORK ENVIRONMENT

Incumbents in this position generally works in an office environment; may routinely spend time in lobby environment and in and around outside construction areas, in automobile, and in tight spaces; rarely spend time in computer server room(s).

SAFETY RISK EXPOSURE

Incumbents in this position on rare occasions may become exposed to occasional telephone verbal abuse by customers or citizens, and physical danger; occasionally be exposed to mechanical hazards, chemical hazards, electrical hazards, fire hazards, respiratory hazards, extreme temperatures, noise and vibration, and wetness and humidity.

PROTECTIVE GEAR & SAFETY MANUALS

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department. Rarely may be required to require safety footwear or be required to wear a hard hat.

CONSEQUENCES OF ERROR

Potential errors can result in unfavorable public perceptions and legal ramifications.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.