



Employment Opportunity

Kittitas County, Washington

POSTED: 10/16/14

CLOSES: Open Until Filled

Plans Examiner

The current vacancy in the Community Development Services Department is a full-time, non-exempt position with benefits expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. Screening will commence on 10/23/14 and continue until a suitable candidate has been found.

SALARY RANGE: \$3,427 - \$4,512 per month

ESSENTIAL FUNCTIONS:

65% Perform plan reviews by correcting plans and blueprints for compliance with current adopted codes

- Examine and analyze plan specifications for compliance with current adopted codes.
- Compute load requirements, factors pertaining to structural systems and building codes.
- Determine from a legal description and plot plan, zoning compliance.
- Interpret flood maps and determine flood designation.
- Operate the computer to track permits and check for valid permits.

10% Provide inspections of new and existing buildings and structures for compliance with all current adopted codes

- Direct persons involved with construction on procedures, which satisfy any applicable code requirements.
- Analyze all components of structures and their related systems for conflict with codes.
- Approve successive phases of construction as required by state and county ordinances.
- Check to assure safe conditions and/or performance of structures and any related appurtenances.
- Collect information on, and samples of, materials for verification and identification purposes.
- Compute load factors and system sizing requirements.
- Determine appropriate action to rectify problems or conditions.
- Inspect methods and techniques of the construction industry.

5% Record inspections and inform permit holders of requirements

- Record inspections on a hardcopy and in permit tracking software, noting all corrections.
- Correspond with permit holders regarding corrections and changes in approved plans.
- Participate in resolving issues that may arise between the department and contractors.

10% Responsible for educating patrons in the knowledge of code requirements, ordinances and policies to create better working relations and efficient building practices

- Advise patrons of code-related changes that directly affect their project.
- Assist patrons through dissemination of materials designed to clarify requirements or procedures.

Kittitas County is an Equal Opportunity Employer

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- Converse with patrons regarding the possible use of alternate methods or materials as allowed by code.
- Correspond with patrons to ensure understanding of project progress and/or results.
- Interpret code language and requirements for patrons into easily understood lay terms.
- Notify patrons of new information in the building trade that would be to their advantage to use.
- Resolve method or material problems, which may lead to more efficient production for patrons.

5% Attend courses and seminars to maintain and increase technical education levels

- Attend meetings and seminars on code and policy changes.
- Inform architects, engineers and other seeking clarification of the current adopted codes.
- Review manufacturer’s literature and new products to stay current with product changes and developments.
- Compare code interpretations with other inspectors and management for clarity.

5% Other department related duties as assigned

MINIMUM QUALIFICATIONS:

- High School diploma or GED
- ICC certification as a Plans Examiner
- Two (2) or more years experience as a Plans Examiner, OR one (1) year as a Plans Examiner *and* two (2) or more years as a Building Inspector.
- Valid Washington State Drivers License
- A criminal history background check will be performed. Candidates may not qualify if they have misdemeanor or felony charges or convictions. Convictions will not necessarily disqualify you from employment. Factors such as age and time of the offense, seriousness and nature of the violation, and rehabilitation will be taken into account.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

LANGUAGE SKILLS:

- Ability to read, analyze, and interpret policies, codes, laws, and other trade publications.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, etc. in a professional manner.
- Ability to demonstrate effective communication skills (verbal and written).

MATHEMATICAL SKILLS:

- Ability to calculate figures and amounts such as percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

OTHER:

- Knowledge of current building codes and other legal requirements, including enforcement.
- Extensive knowledge of building principles and practices, including the ability to educate members of the public.
- Ability to apply basic engineering and architectural principles and techniques to the solution of complex residential, commercial and industrial construction problems and objectives.
- Understanding of land use and development.
- Ability to multi-task and remain organized.
- Proficient with computers, to include Microsoft Office Suite, AutoCAD and/or GIS applications.
- Ability to perform detailed analysis and examination of building and construction designs, specifications, plans, and reports in order to reach sound conclusions.
- Ability to maintain organized and accurate plan review records and reports, and other related documentation.
- Ability to compose documents clearly and convey technical information to lay persons.

- Must be able to operate standard office equipment and safely operate a motor vehicle.
- Must be able to establish and maintain effective working relationships.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in related field.
- Other International Code Council (ICC) certifications related to plans examination or building inspection.

WORKING CONDITIONS:

Work is performed in a standard office setting and in a variety of outdoor environments. Exposure to inclement weather including temperature extremes and windy/dusty conditions will occur. Work may occasionally be performed in close proximity moving mechanical parts and equipment that causes vibration. The noise level can be loud in the field and moderately quiet in the office. Must have the ability to sit, stand, walk, climb, stoop, kneel, crouch, crawl, grasp, and reach with arms and legs; lift, push, pull, or move up to 50 lbs. and occasionally higher with assistance. Must be physically capable of moving about construction sites and traversing uneven and/or rugged terrain. Must have close, distance, color, and peripheral vision, depth perception, ability to adjust focus, and the ability to read printed materials, computer screens, and monitors. Must also have hearing and speech to communicate in person, over the telephone, and by radio. Safety rules and regulations must be adhered to at all times; PPE must be worn when required for employee safety.

The work schedule is generally maintained during normal office hours, but may include early, evening or weekend hours as required. Regular attendance and punctuality are required.

Travel throughout the county is required to perform many of the essential functions; occasional travel outside the county may be required to attend meetings, training, or other events.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

APPLICATION PROCESS:

Applicants must apply online using the electronic recruitment portal. Completed applications will be accepted until the position is closed; however, screening will begin on 10/23/14. ***The following items are required: 1) Kittitas County Employment Application; 2) Letter of interest outlining your education and experience that qualify you for the position; 3) Resume 4) Three (3) professional references and 5) Supplemental Exam Answers.***

Please note: All applications must be submitted online; paper copies will not be accepted.

SUPPLEMENTAL EXAM QUESTIONS:

(1) EXPERIENCE/TRAINING

Describe your experience and training that uniquely qualifies you for the position of Plans Examiner.

(2) WORKING UNDER PRESSURE

Describe two situations from your related work experience in which you were responsible for meeting deadlines or working under other kinds of pressure. Explain how you met this pressure without an undue amount of stress to yourself and others.

(3) WORKING WITH PUBLIC OR CLIENTS

Describe your experience explaining procedures or providing assistance to the public or internal clients in person or on the telephone. Include the types of clients, the volume of work, at least

one example of how you handled a problem and/or negative situation, and state why you think you are effective in your dealings with others.