



# Employment Opportunity

Kittitas County, Washington

**POSTED: 10/9/2018**

**CLOSES: 10/23/2018**

## PLANS EXAMINER

The current vacancy in Community Development Services is a full-time, benefited, non-union, non-exempt position expected to begin as soon as possible. Anyone who meets the qualifications stated below may apply. This position will close on 10/23/2018.

**SALARY RANGE:** \$4,744- \$6,383 per month.

### ESSENTIAL FUNCTIONS

#### **Perform plan reviews by correcting plans and blueprints for compliance with current adopted codes.**

- Examine and analyze plans and specifications for compliance with current adopted codes.
- Compute load requirements, factors pertaining to structural systems and building codes.
- Check engineering plans and specifications and verify correct design loads have been applied.
- Verify all required details and construction drawings adequately depict enough information to construct the building.
- Identify and check all required fire and life-safety elements required by the current adopted codes.
- Identify Wildland Urban Interface Classification and check plans for conformance to ignition resistance and defensible space minimums as required by the Wildland Urban Interface Code.
- Coordinate with other Kittitas County departments and staff to insure all zoning, critical areas, Wildland Urban Interface and other site specific requirements are met.
- Consult with Kittitas County Fire Marshal on fire and WUIC requirements.
- Verify building plans are in compliance with Kittitas County and FEMA flood hazard mitigation methods and best practices.
- Operate computers to log, file, complete and track permits and cross check for valid permits using task specific software.
- Learn, understand and interpret to others, the various adopted codes of Washington State, Accessibility codes and other codes as adopted by Kittitas County.

#### **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.
- 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.
- Inform architects, engineers and other seeking clarification of the current adopted codes.

Kittitas County is an Equal Opportunity Employer

Human Resources • Kittitas County Courthouse • 205 West 5<sup>th</sup> Ave Suite 107 • Ellensburg, WA 98926  
(509) 962-7082 • FAX (509) 962-7083 • hr@co.kittitas.wa.us • www.co.kittitas.wa.us

**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.

**Record inspections and inform permit holders of requirements.**

- Record inspections by using standard County forms or software and 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.

**Attend courses and seminars to maintain and increase technical education levels**

- Attend meetings and seminars on code and policy changes.
- Review manufacturer's literature and new products to stay current with product changes and developments.
- Investigate alternative means and methods of achieving code compliance.
- Compare code interpretations with other inspectors and management for clarity.

*This job description is a summary of the primary functions and expectations for this position. Additional department related duties may be assigned as required.*

**MINIMUM QUALIFICATIONS**

- High School diploma or GED.
- Obtain ICC certification as a Plans Examiner within 6 months of hire.
- Two (2) or more years of experience as a Plans Examiner or a Building Inspector.
- Valid Washington State Driver's License.
- A criminal history background check will be performed on qualified candidates. Convictions may preclude candidates from employment in some circumstances. Factors such as relativity to the position, 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 construction drawings, policies, codes, laws, and trade publications.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, etc. in a professional manner.
- Ability to demonstrate effective verbal and written communication skills.

**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, GIS applications, and possess the ability to quickly learn programs specific to the department/County.
- 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 courteous and cooperative working relationships.

**PREFERRED QUALIFICATIONS**

- Certification by the International Code Council (ICC) as a plans examiner, building inspector or commercial building inspector.
- Bachelor's degree in related field.

**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 may occur. Work may occasionally be performed in close proximity to 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 clearly 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. Must be able to safely operate a motor vehicle in all levels of light and any type of weather.

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. The following items are required:

1. Kittitas County Employment Application
2. Resume
3. Letter of Interest
4. Three Professional References and Three Personal References
5. Supplemental Exam Answers

### **SUPPLEMENTAL EXAM QUESTIONS**

1. 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.
2. Describe your experience and training that uniquely qualifies you for the position of Plans Examiner.
3. Describe your experience with explaining procedures or providing assistance to the public or internal clients in person or over the phone. Include the types of clients, volume of work, and 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.