CITY OF CEDAR RAPIDS POSITION PROFILE	**JOB CODE #/TITLE:** NB426 Plans Examination Coordinator
POSITION #/TITLE: 2636 Plans Examination Coordinator	**Adopted:** 05-12 **Revised:**

POSITION DESCRIPTION

Dept: Building Services	**Manager Level:** Lead Worker
Salary Plan/Description: NBU/ Non-Bargaining Unit	**Salary Grade:** 09
Reports To Position #/Job Code #/JC Title: 2251/NB449/Building Services Manager	**Dotted-line Reports To Position #/Job Code #/JC Title:**
FLSA Status: Exempt	**City Overtime Status (Employee Type):** Exempt (Salaried)
Physical Demand Rating: Light	**Work Environment:** Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	**Position Testing:** Job fit assessment. Knowledge test.
Personal Protective Equipment: None	

General Statement of Duties

Provides technical review and interpretation services to assure that buildings and structures are constructed, repaired, or modified in conformance with applicable building and development codes and are safe for use and occupation. Assists in managing and evaluating plans submittal process and staffing.

Distinguishing Features of the Class

Considerable leeway is granted for the exercise of independent judgement and initiative. In the absence of the Plans Examination Supervisor may supervise classifications of Customer Service Representative II and Permit Technician I & II.

Examples of Essential Work (Illustrative Only)

Reviews, processes and approves structural and nonstructural building plans to ensure compliance with federal, state and local codes, including building, state energy and ventilation/barrier free codes;
Checks building plans for compliance with structural, fire resistance, exiting and occupant load requirements to ensure proper and safe installation of routine and complex building systems;
Evaluates and prepares reports and communicates policy direction, measurable outputs and comparatives, code changes and interpretive rulings to personnel, local code enforcement organizations and the construction industry;
May assist in the coordination of work activities of Customer Service Representatives and Permit Technicians;
Ascertains conformance to the City's building code;
Confers with architects, contractors, builders and the general public in the field and office; explains and interprets requirements and restrictions;
Assists in managing trade licenses and appeals boards;
Attends staff meetings;
Performs all work duties and activities in accordance with City policies, procedures and safety practices;
Attends work regularly at the designated place and time;
Supports continuous process improvement initiatives;
Performs related work as required.

Required Knowledge and Abilities

Good knowledge of building construction methods, techniques, practices and materials;
Good knowledge of City building code and its application;
Skill in interpretation of blueprints and building plans;
Skill in on-site examination and interpretation of the various factors relating to building code compliance;
Skill in work management and in interpersonal relations, as applied to contacts with staff, outside agencies and the public;
Ability to use logical and creative thought processes to develop solutions according specified constraints;
Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
Ability to train, assign, motivate, create a positive team work environment, supervise and evaluate the work of others;
Ability to perform a variety of assigned tasks with accuracy and speed under pressure of time sensitive deadlines;
Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in engineering, architecture or closely related field; and
Considerable experience in plans review, building construction and field inspections; or
Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

Requires certification by ICC (International Code Council) as a plans examiner within one year of appointment.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to operate equipment and tools;
Sufficient manual dexterity, which permits the employee to operate equipment;
Sufficient personal mobility, which permits the employee to inspect proposed platting and zoning projects.