### Job Title:
Commercial Plans Examiner

### Department:
Code Compliance

### Position Type:
Full-time
40 hours per week
Non-Bargaining Unit

### Address:
50 Channing Street
Delaware, OH 43015

### Pay Range:
$76,440 - $103,194

### Typical Work Schedule:
7:30 a.m. – 4:30 p.m.
Monday through Friday

### Contact Information:
740-833-2120

### How to apply:
http://www.co.delaware.oh.us/index.php/employment

### Objectives
Individual is responsible for reviewing construction documents for code compliance to building code. Individual reports to the Building Official.

### Job Standards
Registration as an architect or professional engineer plus five years of related work experience.
Possession of a valid State of Ohio Certificate of Competency as a Master Plans Examiner or Certification as a PE or Registered Architect and the ability to obtain a "Letter of Interim Certified Master Plans Examiner" approval, plus the ability to obtain a valid State of Ohio Certification within 12 months. Must possess a valid Ohio Driver’s License and acceptable driving record.

### Job Description
**ESSENTIAL JOB FUNCTIONS:**
- Reviews construction documents for County and State of Ohio code compliance prior to issuance of a plan approval;
- Addresses questions relating to compliance with codes of County, both over the phone and in person;
- Researches code related questions and provides responses to both internal and external customers;
- Supports buildings regulations programs and other programs by working with local agencies attending meetings, and performing a variety of public relations duties;
- Devises correspondence, completing forms and developing reports associated with Code Compliance operation;
- Handles client complaints and public inquiries regarding programs;
- Demonstrates regular and predictable attendance;
- Attends various training sessions, conferences, video conferences, and workshops;
- Holds as confidential, all aspects of the job;
- Performs typing, word processing, and related computer operations;
- Works overtime and outside of typical work schedule/business hours as required, and;
- Other duties as assigned.

**NON-ESSENTIAL JOB FUNCTIONS:**
Performs related non-essential functions required.

### I. JOB REQUIREMENTS

#### Equipment:
Ability to operate a variety of equipment such as computer, copier, scanner, iPad/tablet, telephone, calculator, FAX machine, small hand tools, probe, tape measure, and other equipment necessary to perform duties. Ability to use a motor vehicle is required.

#### Critical Skills/Expertise:
- Thorough knowledge of building codes for County and State of Ohio;
- Knowledge of structural engineering;
- Ability to read and understand blueprints;
- Knowledge of general construction, terminology, and general materials and methods;
- Ability to define and solve problems, collect data, establish facts, draw valid conclusions using judgment and analytical skills;
- Extensive knowledge of and ability to apply program policies;
• Ability to communicate effectively, both orally and written;

Critical Skills/Expertise:
• Ability to work effectively with clients who may be upset, distraught, irate, emotionally or mentally or otherwise unable to function within reasonable range of constructive behaviors;
• Ability to work independently, under pressure, and to set and achieve goals;
• Ability to organize and maintain large volumes of information and paperwork; and
• Ability to effectively program, plan independently and in collaboration with other staff units and outside agencies.
• Communicate professionally and effectively with internal and external customers, both orally and in writing;
• Organize and prioritize work assignments, multi task with accurate focus and refocus in a fast paced environment;
• Deliver excellent customer service, externally and internally;
• Efficiently operate computer programs such as, but not limited to, Microsoft Word, Excel, Outlook, and agency specific programs;
• Proficiency in grammar, writing, mathematical skills, spelling, and punctuation;
• Thorough knowledge, adherence and aptitude to follow safety policies, procedures and practices; and
• Thorough knowledge, adherence and aptitude to follow federal, state, county, and department policies and procedures, laws and regulations.
• Ability to apply critical thinking skills, define and solve problems, collect data, establish facts, draw valid conclusions using judgment, and analytical skills.

II. DIFFICULTY OF WORK
Work consists of complex, varied, standardized and non-standardized tasks requiring application of numerous laws, rules, regulations, and procedures. Individuals are required to provide technical assistance to staff personnel on programs, policies, and the interrelationship of programs, the computer system and the application of procedures under extremely complex and difficult situations. Individual is required to be continually aware of changes in statute or mandated processes, which must be learned and passed on to staff. Procedures must be developed for implementing changes at the local level.

III. RESPONSIBILITY
Supervisor provides general guidance allowing the individual the ability to plan the procedures and methods to attain objectives. Individual makes choices or decisions without supervisory input on most daily activities, such as scheduling appointments, establishing priorities, making referrals to other agencies, and forming collaborative relationships with other service providers in the County. Errors in work may cause inaccuracies in reports, records, or technical data resulting in inaccurate or incomplete information and non-compliant or unsafe structures.

IV. PERSONAL WORK RELATIONSHIPS
Contact is with co-workers, employees from public and private sector organizations and the public. The purpose of these contacts is to guide and direct, check on progress of work assigned, coordinating services, job development/referrals and handle questions about Department, programs and client concerns.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT
Physical Requirements:
The physical requirements of the position are identified as sedentary work, which may require the lifting of up to fifty (50) pounds.

Physical Activity:
The physical activity of the position is manual dexterity, talking, hearing, listening, reaching, and walking. During field/site visits the individual may be required to climb, balance, stoop, kneel, crouch, crawl, reach, walk, lift and grasp.

Visual Activity:
The minimum visual activity of the seeing job is close to the eyes. Also requires visual activity for mobile equipment operating.

Job Location:
The individual will work primarily inside and usually is not exposed to adverse environmental conditions. During field/site visits the individual will be exposed to temperatures below 32 degrees and above 100 degrees for periods of more than one hour. Individual may also be exposed to noise and vibration as well as physical hazards. Individual may be exposed to atmospheric conditions such as fumes, dusts, odors, mist, gases, poor ventilation and oil.
**ACKNOWLEDGMENT FOR RECEIPT OF JOB DESCRIPTION**

I have received a copy of the Job Description and have read and understand its contents. I acknowledge that the above description is a representation of the major duties and responsibilities of this position.

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