

REGIONAL BUILDING DEPARTMENT
Electrical Plans Examiner
Job Description

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| Job Title: | Electrical Plans Examiner I | Department: | 9808 Plans |
| Reports To: | Deputy Building Official – Plans | Classification: | Non-Exempt |
| Pay Scale: | \$25.00 - \$27.50 | Job Type: | Full Time |
| Benefits: | Medical, dental, vision, paid vacation, retirement plan. | | |

Position Summary:

This is technical and/or engineering work in the examination of electrical plans for multistory residential, tenant improvements, and small commercial projects to ensure compliance with the Pikes Peak Regional Building Code (PPRBC) and National Electrical Code (NEC). Work involves providing technical advice to architects, engineers, contractors, home-owners, and field inspectors on code conformance and code interpretations. Work is performed under the general direction of the Deputy Building Official – Plans.

Supervision of Others: None

Core Values:

- Demonstrates ability to work under pressure with minimal supervision.
- Displays dependability through attendance, follow through and completion of tasks.
- Shows teamwork by cooperating with others, exhibiting a positive attitude and communicating openly, consistently and directly. Listens to others.
- Creates satisfied customers by providing exceptional customer service. Takes initiative and acts in a responsible manner. Shows flexibility within established parameters.

Essential Job Functions:

- Reviews and examines plans and specifications for compliance with the appropriate construction codes (PPRBC and NEC);
- Performs engineering computations to analyze electrical systems;
- Identifies inadequacies found in construction documents and specifications and requires that corrections be made to meet the requirements of the applicable codes and engineering standards;
- Evaluates tests and other data for suitability of materials and methods of construction or installation;
- Responds to inquiries from plans reviewers, inspectors, architects, engineers and others including home-owners regarding applicable codes;
- Attends meetings with architects, engineers, and inspectors relating to code interpretations and code conformance;
- Provides assistance in code development for local and national code revisions and/or additions;
- Reviews and approves alternate methods or materials for code compliance within the scope of authority delegated by the Regional Building Official;
- Makes field visits to construction sites on projects at the request of the inspection division;
- Attends conferences, seminars and classes to keep current on code and ordinance changes;

- Enters technical data as required for permits or plan information into a computer;
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

Qualifications:

Knowledge of:

- National Electrical Code, construction codes, and related laws and ordinances.
- Engineering as applied to the design and installation of electrical systems and equipment.
- Standard electrical construction materials and design concepts.
- Electrical systems including standard and new materials, installation methods, and design concepts.
- Methods and materials of building construction and electrical portions of mechanical equipment.

Ability to:

- Use professional judgment and common sense in the application and enforcement of code requirements.
- Objectively interpret and consistently apply electrical code requirements and related standards in accordance with department policies and procedures.
- Read and accurately interpret electrical plans and specifications of any complexity.
- Communicate in the English language by phone and in person in a one-to-one or group setting.
- Perform engineering and mathematical calculations and use engineering devices and reference materials.
- Produce written documents in the English language with clearly organized thoughts using proper sentence structure, punctuation, and grammar.
- Periodically lift and carry objects in excess of 40 pounds.
- Work cooperatively with other Pikes Peak Regional Building Department employees and the public.

Education and Experience:

A minimum of two years of experience in code enforcement that includes plan review and/or inspections for residential and commercial projects to ensure compliance with applicable codes. Other combinations of experience and education that meet the minimum requirements may be substituted.

Additional Requirements:

- Must possess the following within twelve (12) months of hire date:

Plan Review

- ICC Electrical Plans Examiner

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms. Must be able to lift at least 40 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Office environment; exposure to computer screens.

This job description is not intended to be inclusive of all functions, responsibilities and qualifications associated with the position, however, representative of the essential job functions and typical criteria considered necessary to successfully perform the position.

Equal Employment Opportunity/Affirmative Action Statement:

The Department is an Equal Employment Opportunity/Affirmative Action employer. The Department will not tolerate unlawful discrimination against any employee or applicant because of race, color, creed, national origin, ancestry, sex, age, religion, disability, sexual orientation, genetic information, marital status, or retaliation for engaging in protected activity.

Americans with Disabilities Act Compliance:

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990, the Department will not discriminate against individuals with disabilities on the basis of disability in its services, programs, or activities. The ADA requires the Department to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

NOTE: A Board of Commissioners independently governs the Pikes Peak Regional Building Department.

Employee Signature

Review Date

Employee Print Name