

STATE OF OHIO (DAS)CLASSIFICATION
SPECIFICATION**CLASSIFICATION SERIES:**

Plans Examiner

SERIES NO.:

8521

MAJOR AGENCIES:

Commerce

EFFECTIVE DATE:

04/02/2006

SERIES PURPOSE:

The purpose of the plans examiner occupation is to review plans submitted for new construction & alterations or changes of all state owned buildings & commercial, residential & private construction, not falling under the jurisdiction of certified building departments, to enforce compliance with basic building codes & other applicable laws, rules, regulations & nationally recognized standards to ensure public health & safety.

At the full performance level, incumbents review submitted plans to enforce compliance with basic building codes & other applicable laws.

At the supervisory level, incumbents supervise & monitor work of plans examiners & ensure enforcement of & compliance with basic building codes & other applicable laws.

CLASS TITLE

Plans Examiner

CLASS NUMBER

85211

PAY RANGE

35

EFFECTIVE

03/26/1990

CLASS CONCEPT:

The full performance level class works under direction & requires considerable knowledge of architecture or professional engineering, basic building codes & other applicable laws, rules, regulations & nationally recognized standards in order to review submitted plans for new construction & alteration & renovation of all state owned buildings & commercial, residential & private construction, not under jurisdiction of certified building department, for compliance.

CLASS TITLE

Plans Examiner Supervisor

CLASS NUMBER

85215

PAY RANGE

16

EFFECTIVE

04/02/2006

CLASS CONCEPT:

The supervisory level class works under general direction & requires thorough knowledge of architecture or professional engineering, basic building codes & other applicable laws, rules, regulations & nationally recognized standards in order to supervise & monitor work of plans examiners & ensure plans for new construction & alteration & renovation of all state owned buildings & commercial, residential & private construction, not under jurisdiction of certified building department, comply with basic building codes & other applicable laws.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Plans Examiner	85211	13	03/26/1990	35

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Reviews plans & accompanying documentation for construction of new buildings & structures & for alterations or changes to be made in existing structures for all state owned & commercial, residential & private construction, not falling under jurisdiction of certified building departments, to ascertain compliance with Ohio basic building codes & other applicable codes, rules, regulations & nationally recognized standards (e.g., verifies structural safety, automatic fire suppression system requirements, electrical safety, heating, ventilation & air conditioning equipment & installation; checks specifications; reviews test reports; verifies compliance with energy codes; checks handicap requirements) & either writes qualified approval for building permit or correction letter or addendum to plan approval or opinions for plan revision/resubmission if plans are incorrect/inadequate in detail or compliance.

Conducts meetings with owners, contractors, architects, engineers & other involved parties to review, clarify & resolve problems associated with codes & differences in opinions; coordinates plan review procedures with other government agencies; makes special field inspections of existing structures & prepares detail account of findings; assists building firms with preliminary plan review process.

Prepares & submits daily work report; maintains office files; keeps abreast of code revisions & latest developments in engineering & architectural fields, material products, evaluation criteria & research reports; represents department in hearings before Board of Building Appeals & in civil court to provide verbal &/or written explanations of codes interpretation, technical requirements & justification for disapproval actions & implements board decisions into approval process.

MAJOR WORKER CHARACTERISTICS:

Knowledge of architecture &/or engineering; calculus; Ohio basic building codes & other applicable laws, rules, regulations & nationally recognized standards governing design, construction, renovation or alteration of buildings. Skill in use of scientific calculator, engineer's &/or architect's scale; photocopier & video display terminal*. Ability to review & interpret extensive variety of technical material; review plans, determine compliance with basic building codes & other applicable regulations & standards & take appropriate technical action; handle routine & sensitive inquiries from & contacts with building owners, architects, engineers, business executives, developers & other governmental representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice architecture per Section 4703.06 of Revised Code or certificate of registration as professional engineer per Section 4733.02 of Revised Code.

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of certificate to practice architecture as specified per Section 4703.13 of Revised Code, or renewal of certificate to practice as professional engineer as specified per Section 4733.15 of Revised Code.

UNUSUAL WORKING CONDITIONS:

Not applicable.

<u>CLASS TITLE</u>	<u>CLASS NUMBER</u>	<u>B. U.</u>	<u>EFFECTIVE</u>	<u>PAY RANGE</u>
Plans Examiner Supervisor	85215	EX	04/02/2006	16

JOB DUTIES IN ORDER OF IMPORTANCE: (These duties are illustrative only. Incumbents may perform some or all of these duties or other job-related duties as assigned.)

Supervises & monitors work of plans examiners & ensures plans & accompanying documentation for construction of new buildings & structures & for alterations or changes to be made in existing structures for all state owned & commercial, residential & private construction, not falling under jurisdiction of certified building departments, comply with Ohio basic building codes & other applicable codes, rules, regulations & nationally recognized standards, delegates work assignments & organizes & manages work schedules, approves leaves of absence, conducts employee performance evaluations, directs weekly meetings of plans examiners, participates in plan review process, serves as advisor &/or arbitrator in building code interpretation for complex plans reviews & redirects work if necessary & organizes, plans, manages & participates in work of plans examiners, architects & engineers (e.g., makes critical/constructive judgments, sets goals & defines objectives, provides training, resolves problems, delegates tasks).

Promotes unit favorably with public & other interested parties; interprets policies & disseminates to staff; provides unit chief with technical information, objective judgment &/or potential adverse impact to unit regarding building matters; represents division in absence of chief; manages & assists in review of work of private contractors performing plan reviews; conducts special plan reviews; serves as liaison between plans examiners & management.

Attends meetings, seminars & conferences; represents department in hearings before Board of Building Appeals & Board of Building Standards.

MAJOR WORKER CHARACTERISTICS:

Knowledge of architecture &/or engineering; calculus; Ohio basic building codes & other applicable laws, rules, regulations & nationally recognized standards governing design, construction, renovation or alteration of buildings; supervisory principles/techniques*. Skill in use of scientific calculator, engineer's &/or architect's scale; photocopier & video display terminal*. Ability to review & interpret extensive variety of technical material; review plans, determine compliance with basic building codes & other applicable regulations & standards & take appropriate technical action; handle routine & sensitive inquiries from & contacts with building owners, architects, engineers, business executives, developers & other governmental representatives.

(*)Developed after employment.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Certificate to practice architecture per Section 4703.06 of Revised Code or certificate of registration as professional engineer per Section 4733.02 of Revised Code, 3 years of plan review experience for projects under provisions of Ohio Building Code (i.e., OBC).

TRAINING AND DEVELOPMENT REQUIRED TO REMAIN IN THE CLASSIFICATION AFTER EMPLOYMENT:

Renewal of certificate to practice architecture as specified per Section 4703.13 of Revised Code, or renewal of certificate to practice as professional engineer as specified per Section 4733.15 of Revised Code.

UNUSUAL WORKING CONDITIONS:

Not applicable.