

SNOHOMISH COUNTY CLASS SPECIFICATION

PLANS EXAMINER, COMMERCIAL

Spec No. 3122

BASIC FUNCTION

To review and check commercial building construction documents for compliance to applicable codes, ordinances and building standards and to provide technical assistance in the application of codes to building designers, architects, engineers, contractors, attorneys, the general public and other county employees.

STATEMENT OF ESSENTIAL DUTIES

1. Examines plans, specifications, material lists, project data and related documents of all classes and types of buildings and structures for compliance with the Uniform Mechanical, Plumbing and Building Codes, state codes, and county codes.
2. Checks site plan drawings for required building setbacks, right-of-ways, other buildings, access to exits and proposed topography and elevations; checks related documents for required design criteria; checks materials lists for load strength, grade species and composition of structural components; checks soils load bearing capacity; checks structural calculations for completeness and accuracy.
3. Determines the occupancy classification(s) for commercial buildings; determines the type of construction; determines the basic allowable area of the buildings and any allowable area increases; determines allowable number of stories; determines basement criteria.
4. Checks fire resistive construction for required exterior walls, roof assemblies, parapets, occupancy and area separations, shafts, floor/ceiling assemblies including required fire doors and windows; determines requirements for sprinkler systems, stand pipes, fire alarm systems, smoke detectors and smoke evacuation systems; checks for required fire-resistive criteria for nailing, bolting and screws, adhesives, hangers and brackets, welding, post-tensioning, hold downs, power-actuated and power driven fasteners.
5. Checks foundation details for required dimensions, steel reinforcement spacing, grade and sizes; checks for required under floor access, ventilation and clearances to soil; checks for required pressure treated wood in contact with concrete or soil.
6. Framing details are checked for required floor construction, shear wall design, snow load capacity, siding, flame spread rating, fire stopping, attic draft stops, roof drains and moisture resistance and durability of laminated beams.
7. Exiting provisions are checked for required occupant load, number, size and placement of exit doors, required stairway size and locations, corridor width, dead ends, fire resistive requirements and maximum travel distance to exits, requirements for smoke-proof exit closures, exit signs, exit balconies and porches, panic hardware, aisles, seating layouts and requirements for grandstands, handrails, guardrails, door hardware and closers and prohibited dead bolts.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

8. Mechanical systems are checked for required fire resistive separations, dead load imposed upon the structure, fire dampers, combustion air, venting, dust collection systems, air circulation, and reinforced chimneys; checks for and specifies required switches and other safety devices; checks for required sanitary facilities.
9. Energy Code provisions are checked for required vapor barriers, insulation, air infiltration; checks areas of doors, windows and skylights for required thermal resistance; checks for required heating duct insulation and verifies heat loss calculations; checks for overall compliance with the Washington State Energy Code.
10. Glazing requirements are checked for required safety glass, door panels, ventilation, glass strength and limitations on plastic skylights and panels.
11. Building accessibility for the disabled is checked for required ramps, walks, stairways, handrails, entrances, doorways, corridors, elevators, toilet facilities, drinking fountains, hot water temperature limitations, hardware, parking spaces and curb cuts.
12. Prepares a lists of deficiencies or clarifications of the submitted plans; communicates deficiencies found in construction documents to contractors, architects, engineers and owners orally or in writing as required; interprets building code requirements; provides technical assistance to permit applicants and others; recommends alternative methods and materials which will meet code requirements.
13. May perform all the duties of a Residential Plans Examiner.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

Four (4) years experience in the construction industry as a builder, carpenter, building designer, engineer, architect, plans examiner, or building inspector. A two (2) year degree in a construction technology field may be substituted for one (1) year of experience. A four (4) year degree in a construction technology field may be substituted for two (2) years experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid State of Washington Driver's license is required for employment.

International Conference of Building Officials Plans Examination certification.

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KNOWLEDGE AND ABILITIES

Knowledge of:

- land development practices and procedures
- commercial construction methods and materials
- commercial building codes, ordinances, standards and regulations
- construction engineering techniques and principles

Ability to:

- read and interpret blueprints, plans and specifications for commercial structures
- identify construction deficiencies which do not comply with laws, current standards and approved plans
- maintain necessary records and prepare required reports
- establish and maintain effective work relationships with superiors, peers, associates, home owners, builders and the general public
- communicate effectively both orally and in writing
- make work related decisions exercising sound judgment
- read, interpret and apply work related ordinances, codes, standards and regulations
- determine the value of work to be performed

SUPERVISION

Employees receive direction from the Building Review Supervisor. Assignments are made by indicating generally what is to be done, the quantity of work expected and any deadlines which are to be met. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. The work is reviewed by evaluation of results obtained.

WORKING CONDITIONS

The work is performed in the usual office environment with occasional trips to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: June 1977 as Plans Examiner
Previous Spec No. 440471
Revised: June 1990
EEO Category: 2 – Professionals
Pay Grade: 242 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous