

SNOHOMISH COUNTY JOB DESCRIPTION

PLANS EXAMINER

Spec No. 3200

BASIC FUNCTION

To serve as a technical reviewer during the construction plan approval phase of project development.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Evaluates and markups or critiques the engineering, building and/or site design and specifications prepared by professional architects, engineers or owners/owner's representatives for development.
2. Advises development team and county staff on engineering issues and alternatives related to building construction or site development.
3. Critiques and partners with architects, engineers, consultants, developers, and governmental agencies to approve engineering plans, reports, specifications, and studies related to building construction or site development.
4. Provides customer service for the department to architects, engineers, developers and public on engineering issues related to building construction or site development.
5. Participates and coordinates with other team members on development project decisions.
6. Resolves problems related to building construction or site development which includes research of codes, field evaluation, investigation of alternatives, and proposal of solutions.
7. Reviews conditions on project site and/or performs field inspections to determine compliance with all applicable laws and codes, and document as necessary.
8. Attends professional seminars, training and meetings as required.

STATEMENT OF OTHER JOB DUTIES

9. Perform related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree and two (2) years of building inspection experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

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SPECIAL REQUIREMENTS

ICBO certification may be required as a Plans Examiner and as a Building Inspector.

KNOWLEDGE AND ABILITIES

Knowledge of:

- land development practices and procedures
- applicable state and county codes, ordinances, standards and regulations
- engineering techniques, principles and practices related to area of assignment

Ability to:

- understand site related documents such as blueprints, plans and sketches
- critically analyze development and independently identify and define plan deficiencies which do not comply with established laws and standards
- maintain necessary records and prepare required reports
- analyze and interpret special reports and technical data
- establish and maintain effective work relationships with superiors, peers, associated home owners, builders and the general public
- communicate effectively both orally and in writing
- read, learn, interpret and apply work-related ordinances, codes, standards and regulations

SUPERVISION

Employee receives direction from an administrative superior as assigned. The employee plans and carries out successive steps and resolves problems in accordance with instructions, policies and accepted practices. The work is reviewed through reports, conferences, meetings and 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: January 1997
EEO Category: 2 – Professionals
Pay Grade: 240 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous