Job Description

Job Title:	Plans Reviewer	Classification:	Classified
Department:	Planning, Development and Neighborhood Services	Grade:	300
Occupational Group:	Code Enforcement and Inspection	FLSA:	Non-Exempt
Status:	Full-Time	Supervisory:	No

Primary Purpose

Under general supervision; performs a variety of routine and complex technical work in building inspection and plan review work to ensure that the Adopted Building Codes, ordinances, and State and Federal mandated requirements and standards are met.

Essential Job Functions

Management reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Regular and consistent attendance for the assigned work schedule is essential.

1. Reviews plans and specifications for residential and commercial buildings, additions, and alterations to determine compliance with the provisions of the adopted National, State, and City building, fire, life safety, automatic sprinkler, standpipe and fire pump requirements, ordinances and State laws.
2. Confers with architects and engineers to provide technical assistance regarding design issues.
3. Reviews documents that may be out of the normal scope of work; provides written responses for other City departments or divisions.
4. Attends pre-construction design review meetings to communicate building division requirements related to specific projects; answers questions and provides advice to the general public, building inspectors, and contractors regarding unusual design characteristics and construction and installation issues.
5. Assists in researching problems and complaints regarding commercial and residential buildings, building construction, and code compliance.
6. Responds to complex and complex building issues.
7. Assists in resolving sensitive customer service issues personally, by telephone, or in writing.
8. Maintains records and documents of customer service issues and resolutions.
9. Assists in administering the permitting function including application processing, fee assessment and collection, and permit issuance.
10. Assists the Board of Appeals by providing required information; researches, analyzes, and interprets City building, fire, and life safety codes, statutes, and ordinances.
11. Contributes effectively to the Planning, Development and Neighborhood Services Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: City of Joplin building and zoning codes and ordinances to be enforced; National, State and City fire and life safety laws, statutes, rules, codes, regulations and ordinances; various City nuisance ordinances and enforcement; enforcement procedures for City code and ordinance violations; building codes and guidelines including electrical, plumbing, mechanical, fire, life safety and general construction codes; location of streets and addresses in the City of Joplin; Microsoft Office Suite.

Skill in: Establishing and maintaining effective working relationships with architects, engineers, construction contractors, other City employees, the public, and property owners; inspecting property to identify violations of the City zoning and building codes and ordinances; enforcing building, fire and life safety codes, regulations, operational standards and mandates; report writing; Microsoft Office Suite.

Education: High school diploma or GED equivalent required. Graduation from an accredited college or university with a Bachelor's degree in Construction, Engineering, or Inspection discipline is preferred.

Experience: Four years of general construction or related field experience which includes three years of experience as a Plans Reviewer, Building Inspector, or Fire Inspector experience required. Accredited post-graduate level education in related construction, engineering, or inspection disciplines may be substituted on a year-for-year basis.

Licenses and Certifications: Possess and maintain a valid state issued driver's license. Certifications as a Building and Fire Plans Examiner from a nationally recognized, accredited certifying agency in both Commercial and Residential is preferred.

Physical Demands Requirements and Working Conditions

This is primarily an office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 20 pounds.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset members of the public or their representatives while enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam and drug test as a condition of employment with the City of Joplin.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	