

REGIONAL BUILDING DEPARTMENT
Mechanical Plans Examiner
Job Description

Job Title:	Mechanical Plans Examiner	Department:	9808 Plans
Reports To:	Deputy Building Official – Plans	FLSA:	Non-Exempt
Pay Scale:	\$31.67 - \$38.00 DOE	Job Type:	Full-Time
Benefits:	Medical, dental, vision, accrued paid vacation and sick leave, life insurance, PERA retirement plan		Full-time on-site presence required

Position Summary:

This is technical and/or engineering work in the examination of Mechanical and Fuel Gas plans for residential and commercial projects to ensure compliance with the Pikes Peak Regional Building Code (PPRBC) and International Codes (IPC / IFGC / IECC / IMC / IBC / IRC). Work involves providing technical advice to architects, engineers, contractors, homeowners, 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 timely, accurate, and successful 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 responsibly.
- Shows flexibility within established parameters.

Essential Job Functions:

- Review and examine plans and specifications for compliance with the appropriate construction codes (PPRBC and IPC / IFGC / IECC / IMC / IBC / IRC);
- Perform basic mechanical engineering computations to review proposed mechanical systems;
- Understand Manual J, Manual D, and Manual S computations for residential Mechanical systems;
- Identify inadequacies found in construction documents and specifications and require that corrections be made to meet the requirements of the applicable codes and engineering standards;
- Evaluate tests and other data for suitability of materials and methods of construction or installation;
- Respond to inquiries from plan reviewers, inspectors, architects, engineers, and others including homeowners regarding applicable codes;
- Attend meetings with architects, engineers, and inspectors relating to code interpretations and code conformance;
- Assist in code development for local and national code revisions and/or additions;
- Review and approve alternate methods or materials for code compliance within the scope of authority delegated by the Regional Building Official;
- Make field visits to construction sites on projects at the request of the inspection division;
- Attend conferences, seminars, and classes to keep current on code and ordinance changes;

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

Qualifications:

Knowledge of:

- International Mechanical / Fuel Gas / Plumbing / Energy Conservation / Building / Residential Codes, additional construction codes, and related laws and ordinances.
- Mechanical engineering as applied to the review of mechanical systems and materials.
- Standard construction materials and design concepts.
- Methods and materials of building construction.
- Basic computer skills including Microsoft Office products (Word, Excel, Outlook, etc.)

Qualifications:

Ability to:

- Use professional judgment and common sense in the application and enforcement of code requirements.
- Objectively interpret and consistently apply building code requirements and related standards in accordance with department policies and procedures.
- Read and accurately interpret construction 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; 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 over 40 pounds.
- Work cooperatively with other Pikes Peak Regional Building Department employees and the public.

Education and Experience:

- Must have a High School diploma or equivalent.
- Must have a minimum of (2) 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.
- Prefer an architect or engineer with a current Colorado License or the ability to obtain Colorado licensure.
- Other combinations of code enforcement, architectural, or engineering experience, and education that meet the minimum requirements may be substituted.

Additional Requirements:

- Must obtain ICC M3 Mechanical Plans Examiner Certification within (12) twelve months of hire.

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; and 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 the 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.

Applicants must be currently authorized to work in the United States without sponsorship.

Equal Employment Opportunity/Affirmative Action Statement:

The Department is dedicated to the principles of equal employment opportunity. The Department prohibits unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, genetic information, sexual orientation, gender identity, military or veteran status, or any other applicable status protected by federal, state, or local law.

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