

**CITY OF ROSWELL, GEORGIA**  
**CLASSIFICATION SPECIFICATION**

<b>Code:</b>	<b>C602</b>
<b>FLSA:</b>	<b>E</b>
<b>WC:</b>	<b>9410</b>
<b>PG:</b>	<b>510</b>
<b>EEO:</b>	<b>3</b>

**CLASSIFICATION TITLE: BUILDING PLANS REVIEWER**

**Applications are accepted on-line at [www.roswellgov.com/employment](http://www.roswellgov.com/employment)**

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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform complex technical review of building construction plans for compliance with applicable federal, state and local codes. Reviews and analyzes site plans; reviews structures in the process of construction, alteration or repair for compliance with all applicable codes.

**ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Performs reviews of construction plans and specifications and checks calculation of buildings to ensure compliance with approved and adopted codes; approves building permits prior to permit issuance; calculates building permit fees.

Coordinates plan review and approval with other city departments and divisions for which approval is required as a prerequisite for the issuance of a building permit.

Participates in various building permit and inspection related duties; reviews and analyzes construction plans; coordinates construction plan; redlines corrections with applicants and other agencies; submits, maintains, and controls all building permit files.

Provides information to customers regarding the building codes and related codes, including, but not limited to, regulations on occupancies, structures, electrical, mechanical, plumbing, life safety, accessibility, energy conservation and other construction related issues.

Performs routine and non-routine administrative tasks in support of departmental operations; calculates fee parameters for building permits; prepares correspondence, reports and related documents.

Communicates with and responds to various groups and individuals; receives and refers complaints and inquiries to inspectors who interact with applicants or contractors; interacts with other City department representatives; attends, as needed, pre-application meetings.

Provides assistance and coordination for the building plan review process; resolves technical issues by recommending or approving modifications and alternative materials or methods as appropriate.

Performs building inspections as needed.

Assists code enforcement investigation of construction related issues and violations as needed.

Works with permit technician or other staff to ensure plan review information is entered into permitting software system.

Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, and other system software utilized within the department.

Represents the department in various meetings as necessary.

Serves in the absence of the Chief Building Official.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or equivalent, two (2) years of experience in architecture, structural engineering, building design, inspections, construction and/or plan review experience; or any equivalent combination of education training, and experience which provides the requisite knowledge, skills and abilities for this job. Must possess and maintain a valid Georgia driver's license. Must possess certification as building plans examiner within 12 months of hire. Possession of certification as combination plans examiner, building inspector, GSWCC Level 1A and 1B, and permit technician desired, but not required.

## **PERFORMANCE APTITUDES**

**Specific Knowledge, Skills, or Abilities:** Must be able to learn, comprehend, and apply all city or departmental policies, practices, and procedures necessary to function effectively in the position. Must have thorough knowledge of International Building Codes, including Plumbing, Mechanical, Heating, Gas and National Electric Codes. Must have thorough knowledge of construction materials, practices and procedures. Must have a high level of attention to detail on a daily basis to conduct thorough inspections ensuring code compliance.

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability to perform in a supervisory capacity over subordinates.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of medium weight (50 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*The City of Roswell is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*