

CITY OF LAS VEGAS
AGENDA DOCUMENTATION

Date: June 11, 2014

TO: CIVIL SERVICE BOARD OF TRUSTEES FROM: DAN TARWATER, SECRETARY

SUBJECT: 7. CLASSIFICATION SPECIFICATIONS FOR APPROVAL

BOARD ACTION: DISCUSSION AND POSSIBLE ACTION
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CLASSIFICATION SPECIFICATIONS: 1

NEW

1. Combination Plans Examiner

The above classification specification was created at the request of the department.

RECOMMENDATION

The City recommends approval of this new classification specifications.

COMBINATION PLANS EXAMINER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Consults with contractors, engineers, architects and the general public concerning the acceptability of drawings for approval to build within the city; reviews building plans and specifications for conformance to building, electrical, plumbing and mechanical codes and laws; assists in special investigations involving unusual applications of the building laws and codes.

SUPERVISION RECEIVED

Receives direction from the Plans and Permits Supervisor and higher level management staff.

May act as a lead worker, exercising functional or technical supervision, including scheduling and assigning tasks, providing guidance, ensuring work is completed according to proper procedures, monitoring work progress and reviewing results.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Examines construction plans for buildings and related structures for accuracy, completeness and conformance to applicable codes and regulations. May have an initial primary assignment in one of the following disciplines: building, electrical or plumbing/mechanical. Work will be performed in other disciplines and supplemental areas as needed.
2. Reviews specifications and calculations and consults with originator when needed to clarify or make corrections as necessary.
3. Authorizes acceptance or rejection of building permit applications based on review.
4. Provides inspectors with notes on plans to assist them during inspections, and assists them by phone as necessary.
5. Provides assistance to the general public and home owner-builders with drawings, calculations and codes.
6. Participates in special investigations involving unusual applications of the building codes.
7. Maintains appropriate records; responds to inquiries directed to the department in writing.

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Essential Functions:

8. Informs contractors, engineers and architects of appropriate professional acceptable standards; assists these professionals with submitting drawings having conformity and reliability.
9. Provides direction to Permits Technicians pertaining to codes and calculations.
10. Represents the department at meetings with other government agencies.
11. Attends inspection appeal meetings to participate in resolving "code or equal" questions.
12. Provides code clarification to solve pending problems at job site.

Marginal Functions:

1. Assists in coordinating work of the department with other city departments and other public agencies.
2. Performs related duties and responsibilities as required.
3. Assists in drafting new ordinances pertaining to related codes and laws.

QUALIFICATIONS

Knowledge of:

All relevant areas of plans examination performed by the Department.
Methods and materials used in building, electrical or plumbing/mechanical construction of buildings and related structures, depending on the areas of assignment.
Basic and advanced mathematical formulae including algebra and geometry.
Acceptable and pertinent safety standards.
English usage, spelling, grammar and punctuation.
Pertinent federal, state and local laws, codes and regulations related to the construction of buildings in all phases.
Plans, blueprints and specifications.
Current building, electrical, or plumbing and mechanical codes and ordinances, depending on assignment.
Principles of business letter writing and basic report preparation.
Principles and procedures of record keeping.

Skills in:

Communicating technical aspects of various areas of plans examination to other less experienced staff.
Reading and interpreting blueprints and specifications.

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Skills in:

Drafting, understanding and interpreting building, electrical, or plumbing and mechanical codes and ordinances, depending on assignment, and conveying their meaning to others.

Interpreting, applying, explaining and enforcing applicable laws, codes, regulations, policies and procedures.

Verifying calculations to ensure specifications and drawings are in compliance with applicable codes and safety standards.

Work independently with minimal supervision.

Responding to requests and inquiries from the general public.

Planning, organizing and prioritizing assignments.

Meeting critical deadlines.

Managing multiple assignments.

Demonstrating respect and sensitivity for cultural differences

Communicating with individuals from a variety of social, cultural, economic and educational backgrounds.

Producing written documents with clearly organized thoughts using proper sentence construction, punctuation, spelling and grammar.

Understanding and following oral and written instructions.

Establishing and maintaining effective working relationships with those contacted in the course of work.

Communicating clearly and concisely, both orally and in writing.

Experience and Training Requirements

Experience:

Three (3) years of experience, within the last six years, in reviewing architectural, electrical, or plumbing/mechanical plans used in building construction.

Training:

Associate's degree from an accredited college or university with major in engineering, architecture, construction management or a related field.

May substitute combination of equivalent education and related experience. The city assesses 1.5 years of fulltime experience as equivalent to one year of education.

License or Certificate

Possession of Building Plans Examiner certification issued by the International Code Council (ICC) on the date of application and maintenance thereafter; AND

Possession of one (1) of the Core Certifications listed below on the date of application and maintenance thereafter; AND

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License or Certificate

As a condition of continued employment, an employee must acquire and maintain at least one (1) additional core and one (1) additional supplemental certification each year after initial hire, in an order to be determined by management for each employee, until all certifications listed below have been achieved.

Core Certifications

- Electrical Plans Examiner issued by ICC or IAEE (International Association of Electrical Inspectors)
- Mechanical Plans Examiner issued by IAPMO (International Association of Plumbing and Mechanical Officials)
- Plumbing Plans Examiner issued by IAPMO.

Supplemental Certifications:

- ICC Residential Plans Examiner
- ICC Accessibility Inspector/Plans Examiner
- ICC Commercial Energy Plans Examiner or Commercial Plans Examiner with ASHRAE

WORKING CONDITIONS

Environmental Conditions:

Location: Office environment.

Hazards: Exposure to computer screens.

Physical Conditions:

Essential and marginal functions require:

Maintaining physical condition appropriate to the performance of assigned duties and responsibilities which include the following:

- *Walking, standing, or sitting for extended period of time; and*
- *Operating assigned equipment.*

Maintaining effective audio-visual discrimination and perception needed for:

- *Making observations;*
- *Communicating with others;*
- *Reading and writing; and*
- *Operating assigned equipment.*

Maintaining mental capacity which allows the capability of:

- *Making sound decisions;*
- *Effective interaction and communication with others; and*
- *Demonstrating intellectual capabilities.*

AS NEW 5/29/14

FLSA & City: nonexempt CSB 6/11/14