

CLASS SPECIFICATION FOR
Senior Plans Review Engineer

GENERAL STATEMENT OF DUTIES: Provides daily supervision and training to Building Inspections' plans review division to assure compliance with the provisions of the Virginia Uniform Statewide Building Code and related County ordinances; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The employee in this single-position class oversees the work and staff of the plans review division of Building Inspections, with the responsibility for assuring compliance with the provisions of the Virginia Uniform Statewide Building Code and all related County ordinances. The incumbent develops and implements policies for providing comprehensive and efficient plan review services to evaluate code compliance and to facilitate the delivery of inspection services to contractors, architects, engineers, building owners and the general public. Work is performed independently with wide latitude for setting and meeting goals and making technical judgments. Exercises supervision over professional and paraprofessional engineering and inspection staff. Receives general supervision and policy guidance from the Deputy Building Official.

EXAMPLES OF WORK (illustrative only):

- Monitors the status of permit applications submitted for review to assure compliance with departmental turnaround goals for completing reviews and issuing permits;
- Regularly audits commercial and residential plan reviews performed by staff to evaluate the consistency, accuracy and completeness of reviews;
- Resolves disputes between permit applicants and staff regarding the proper application of the building code and referenced standards so that permit approval can be facilitated;
- Develops and delivers training programs to plan review and inspection staff incorporating the content and application of the Virginia Uniform Statewide Building Code and applicable referenced standards;
- Inspects commercial and residential construction projects to evaluate whether staff reviews are facilitating compliance with the VUSBC;
- Cooperatively develops and implements policies and procedures with the Senior Inspectors to resolve discrepancies identified between plan review and inspection services delivered to the public;
- Assists the Senior Inspectors in developing and delivering training programs to the public regarding departmental policies and application of the VUSBC and applicable referenced standards;
- As time permits, reviews construction documents for commercial and residential construction projects to assure compliance with the VUSBC and referenced standards;
- Attends public hearings, presents information, answers questions;
- Prepares special and periodic reports;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles and practices of engineering with emphasis on structural, electrical, mechanical, plumbing and fire protection systems design; extensive knowledge of the legal, administrative and technical aspects of the Virginia Uniform Statewide Building Code and applicable referenced standards; considerable knowledge of acceptable engineering practices; the ability to prepare and/or evaluate building, electrical, mechanical, fire protection and plumbing construction documents; ability to supervise assigned staff and to establish and assess effective performance measures and indicators; ability to plan, lay out, and direct the work of subordinates; skill in the use of a personal computer and ability effectively to utilize commonly used graphics, word processing and related software; ability to explain code

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interpretations and departmental policies to staff and customers with firmness and tact; ability to research and organize technical material in good report form; ability to express self clearly and concisely orally and in writing; proven training skills; strong public speaking skills; ability to establish and maintain effective working relationships with employees and the public.

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MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in engineering with emphasis on structural, electrical, mechanical, plumbing or fire protection systems design plus four (4) years of work experience in preparing or evaluating building, electrical, mechanical plumbing or fire construction documents for compliance with the Virginia Uniform Statewide Building Code, including two (2) years in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Certification as a Building, Mechanical, Electrical, Plumbing, Fire Protection, or One & Two Family Building plan reviewer; or Professional Code Administrator or Building Official by the Board of Housing and Community Development.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.