



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Building Plans Examiner
<b>DEPARTMENT.....:</b>	Planning & Zoning
<b>DIVISION.....:</b>	Regulatory
<b>CLASSIFICATION/GRADE.....:</b>	Building Plans Examiner/210
<b>REVISED.....:</b>	3/2017
<b>REPORTS TO.....:</b>	Building Official
<b>REVIEWED.....:</b>	9/0217
<b>WAGES.....:</b>	Salary

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### **SUMMARY:**

The Building Plans Examiner performs a variety of duties in carrying out the objectives and projects undertaken by the Regulatory Division of the Planning & Zoning Department as it relates to maintaining high levels of public and community safety through the enforcement of adopted building codes, regulations, ordinances and policies.

### **BASIC FUNCTIONS:**

1. Conduct plan reviews on residential, commercial, and industrial projects based upon statewide codes, local ordinances and, where applicable, Federal regulations; and occasionally verify compliance on complex issues in the field.
2. Filling out descriptive review reports and plans correction notices via computer and manually.
3. Provide a polite, courteous, and consistent service to the public, based on sound technical knowledge and full appreciation of community safety issues arising from the built environment.
4. Attend continuing education courses.
5. Must be available for 24 hour on call services and during declared emergencies.
6. Must be physically capable of climbing, lifting 30 lbs., walking on uneven surfaces or terrain, balancing, and practicing safe methods of work, particularly in construction site work locations.
7. Able to work in varying fast paced environments.
8. Assists Planning and Zoning colleagues in a variety of project support requests and handle additional related activities as assigned by the Building Official.

### **OTHER REQUIREMENTS:**

1. Must hold ICC professional certification as a commercial and residential plans examiner; and be (or be eligible to be) registered as such with the Louisiana State Construction Code Council.
2. Be able to advise building code inspectors of key issues relative to specific project plans and to support their field inspection information needs.
3. Participate in pre-project advisory meetings with owners, design professionals and contractors.
4. Function independently and travel alone as required.
5. Be able to use modern office methods, practices, procedures, equipment and computer equipment, including specialist equipment and software related to required duties.

6. Be able to use common word processing and spreadsheet software used on personal computers.
7. Must possess a valid driver's license; and be able to pass a pre-employment drug screening test and physical.

**EDUCATION/EXPERIENCE:**

1. Minimum of 8 years related plan examiners experience, or a Bachelor's degree in a related construction field and five years plans examiners experience. Preference will be given to applicants who also hold ICC certification as a Building Official or Master Code Professional.
2. Registration with (or immediate eligibility for registration with) the Louisiana State Uniform Construction Code Council for the conduct of all categories of residential and commercial plan review.
3. A high school diploma or equivalent is required.