

Review residential and commercial construction plans for compliance with all applicable codes and ordinances of the City of Lancaster. The Plans Examiner ensures that compliance with the City's adopted codes, regulations and ordinances; direct and advise the construction community and other department staff on building code requirements; serve as back up to Building Official.

#### Essential Duties and Responsibilities

Review plan specifications and calculations of new construction additional and alterations to residential and commercial buildings to determine compliance with building codes, regulations, and ordinances. Coordinates projects with the Building Official, Planner, Engineer and other departments as necessary. Address questions from citizens, builders, sub-contractors, engineers, architects, developers, and others regarding permit requirements, code requirements.

Interpret ordinances, building codes and regulations, advise on inquiries related to construction installations and material and prepare corrections to plan design.

Provide regular communications with employees and the public both in writing, in person and on the telephone.

Research issues and provide data on permits and plan issues and related subject.

Maintains permit logs, files and records management program; maintains records and files associated with plan review process, problems and permits; prepares periodic reports and conducts surveys.

#### Education and/or Experience

Associate's degree (A.A.) or equivalent from two-year college or technical school; minimum two years experience and/or training; or equivalent combination of education and experience.

#### Certificates, Licenses, Registrations

Valid Class C Driver's License

Examiner Certification or the ability to obtain within 6 months ICC Certification (Building Inspector, Electrical Inspector - Residential and Commercial, or Mechanical Inspector)