**CLASS TITLE:** PLANS EXAMINER  
**CODE:** 85203

**MAJOR AGENCIES:** BCC (COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT-ONLY)

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### CLASS CONCEPT
Advanced level in building regulations enforcement in a certified building department under general managerial direction of Building Regulation Manager requiring thorough knowledge of architectural and engineering construction methods, building codes and associated regulatory requirements and standards as a registered Architect or registered Professional Engineer and certified Plans Examiner in order to formulate and implement policies and procedures for plan review, examine and review plans for new construction and alteration/renovation compliance with building codes and requirements, inform owners of violations and corrections necessary for final approval, perform field reviews as necessary. Performs the material and substantial duties of the classification more than 50% of the time.

### RANK | JOB DUTIES | MAJOR WORKER CHARACTERISTICS
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1 | Formulates and implements policies and procedures for plan review and approval, examines and reviews plans, specifications, and drawings of buildings & structures and alterations or changes to be made in existing structures of commercial & residential construction to ensure compliance with Ohio Administrative and Revised Codes and either approves plans or informs owner of violations and corrections necessary for final approval (i.e., verifies that soils have proper strength to support building, insures footer foundation, walls, floors, ceilings, roofs and building separations meet physical and structural requirements, checks for complying use, construction type and size of building, proper means of egress, checks mechanical plans for ventilation of all areas, checks sprinkler hydraulic plans for verification of friction loss and water supply demand by hand calculations or audit of computer information, insures architectural and structural designs meet requirements), operates motor vehicle to perform field services, prepares reports reflecting reviews. | Knowledge 10 (safety practices), 11a (public relations), 13 (office practices and procedures), 14 (government structure and process), 15 (counseling), 16 (interviewing), 18 (engineering--engineering or architecture), 23 (law--Ohio Administrative and Revised Codes, & Ohio building codes and other applicable laws, rules regulations & nationally recognized standards governing design, construction, renovation of alteration of buildings); Skill in 29 (equipment operation--architecture and engineering equipment, motor vehicle); Ability to 30k (understand practical field of study (e.g., engineering or architecture), 30m (interpret extensive variety of technical material in books, journals & manuals--review plans, determine compliance with basic building codes & other applicable regulations & standards & take appropriate technical action), 30r (deal with many variables & determine specific action (e.g., research, production), 31g (use statistical analysis) (*Developed After Employment)

(Performs Related Duties As Required)

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### UNUSUAL WORKING CONDITIONS:
Must have current valid Ohio driver’s license with acceptable driving record. Must have Master Plans Examiner or Interim Master Plans Examiner certification as issued by the Ohio Board of Building Standards, have Residential Building Official (R.B.O.) certification or interim R.B.O. certification, and be certified as Ohio registered Architect or Professional Engineer per ORC Chapter 4733 at date of hire AND 5 yrs. related experience

### TRAINING & DEVELOPMENT:
Must attain full Master Plans Examiner certification within one year from date of hire and maintain all certifications, registration and licensure thereafter.
### MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION:

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**CODE:** 85203

**MAJOR AGENCIES:** BCC (COMMUNITY & ECONOMIC DEVELOPMENT DEPARTMENT-ONLY)

**PAGE 2 OF 2**

### CLASS CONCEPT:

<table>
<thead>
<tr>
<th>RANK</th>
<th>JOB DUTIES</th>
<th>MAJOR WORKER CHARACTERISTICS</th>
</tr>
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| 2    | Provides consultation to public, industry, and other agencies regarding engineering, architectural, mechanical or civil problems associated with building designs, assists building firms with technical questions on plan designs, keeps current on code requirements and new developments in architectural and engineering fields through reading technical journals and course work, visits construction sites to resolve problems, represents department in hearings before Board of Building Appeals and civil courts to provide justifications for disapproval actions.  
(Performs Related Duties As Required) | 32i (complete routine forms), 32j (maintain accurate records), 32m (interview job applicants effectively), 32p (proofread technical materials, recognize errors & make corrections), 34e (establish friendly atmosphere as supervisor of work unit), 34f (handle sensitive inquiries from & contacts with officials & general public, contractors, architects, developers, building owners, business executives). |

### UNUSUAL WORKING CONDITIONS:

- in building design and construction or building inspection with a certified building department.  
- OR alternative, equivalent evidence of the Minimum Class Requirements may be substituted for experience required but not for mandated licensure/certification.  
(Other Evidences May Be Substituted)

### TRAINING & DEVELOPMENT:

(Other Evidences May Be Substituted)