

ASSISTANT BUILDING PLANS EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is technical work which involves an initial review of building construction plans and specifications for compliance with the New York State Uniform Fire Prevention and Building Code (Uniform Code) and applicable local codes and ordinances. The work also includes providing assistance to property owners, builders, architects, engineers and staff inspectors. This position differs from Assistant Building Inspector as the latter is primarily involved with field inspections of construction, and this position is primarily involved with in-house review of plans and specifications. Direct supervision is received from the Building Plans Examiner. Does related work as required.

TYPICAL WORK ACTIVITIES:

Performs an initial review of all building permit plans for completeness and to see if they meet requirements of the Uniform Code as well as local codes and ordinances;
Makes sure that plans include the required stamps and seals by the architect and that all required documentation is attached;
Checks cover sheet for accuracy and completes a checklist for compliance with all codes and ordinances;
As directed, consults with the State Housing and Building Codes Bureau on matters of interpretation as well as the use of new products or methods of assembly;
Follows up with memoranda to supervisors and makes sure that related correspondence is made part of applications on file;
Takes part in explaining code requirements to owners, builders, architects and engineers either in person or by telephone;
Provides technical assistance to inspection staff;
May make recommendations on zoning matters as to how best to comply with zoning requirements;
May be assigned work of an Assistant Building Inspector.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of the principles of architectural engineering, physics and mathematics, including geometry, trigonometry and calculus; good knowledge of building construction engineering, materials, methods, practices and terminology; good knowledge of the New York State Uniform Fire Prevention and Building Code and related local codes and ordinances; ability to interpret engineering plans and specifications.

MINIMUM QUALIFICATIONS:

1. An Associate's degree or higher in Architectural Technology or Public Engineering Technology and two (2) years of paid work experience in the design, inspection or technical implementation of building construction at a foreman level or higher; or
2. Graduation from high school or possession of an equivalency diploma and four (4) years of the experience described in 1. above; or
3. Graduation from high school or possession of an equivalency diploma and a certificate from a recognized apprenticeship program in carpentry and two (2) years of the experience described in 1. above.