

# Construction Plans Examiner

## Position Details

Class Code: 7707

Job Family: Skilled Trades/Technicians

Classification: Support Professional

Terms of Employment: [Pay Grade 62 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, examines construction plans and specifications to ensure compliance with Clark County School District codes/amendments and state/federal codes, ordinances, and regulations.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Examines capital improvement projects' plans/specifications to ensure compliance with building codes, ordinances, regulations, and local amendments.
2. Attends construction site meetings/inspections with contractors, architects, public utilities, and other government agencies regarding code compliance or inspection issues.
3. Assists/advises Building Department, Construction Management, and in-house personnel regarding construction/code requirement matters.
4. Investigates existing buildings for hazardous conditions and code violations.
5. Prepares written reports and issues code violation correction notices.
6. Advises architects, designers, and project managers of code requirements, verbally and in writing.
7. Serves as a resource person for District staff concerning code compliance inquiries.

8. Assists in developing and implementing plans-checking procedures.
  9. Assists with site work/building construction inspections to ensure compliance with drawings, specifications, contract documents, and applicable state/local building codes, ordinances, and regulations.
  10. Communicates with local, state, and federal agencies regarding building codes/ordinances.
  11. Assists with Property Condition Assessments (PCAs), including:
    - a. Code compliance (accessibility and electrical, mechanical, plumbing, and building codes)
    - b. Operations (energy use and security)
    - c. Environmental (air/water quality, presence of asbestos/lead/polychlorinated biphenyls (PCB))
    - d. Operations (maintenance issues)
    - e. Fire/life safety conditions
    - f. Evaluation and recommendation of corrective actions
  12. Reviews plans for photovoltaic (PV) installations from design to substantial completion.
  13. Conforms to safety standards, as prescribed.
  14. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Examines plans and inspects construction to ensure compliance with specifications and local, state, and federal building codes.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Expert knowledge of building codes; ability to recognize, understand, interpret, and apply local, state, federal, and national codes/regulations, including International Building Code (IBC), Uniform Mechanical Code (UMC), Universal Plumbing Code (UPC), International Fire Code (IFC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), health regulations, etc.
2. Knowledge of building construction and materials.
3. Knowledge and experience in building assessments.

4. Knowledge of building commissioning procedures, practices, and required documentation.
  5. Knowledge of laws pertaining to District liability and safety, including OSHA regulations.
  6. Knowledge of the Nevada Revised Statutes (NRS) as they relate to public entities.
  7. Knowledge of general office equipment (i.e., computers, software (i.e., word processing, databases, spreadsheets, etc.), printers, digital cameras, cell phones, copiers, and fax machines.)
  8. Ability to read/interpret blueprints, drawings, and specifications.
  9. Ability to objectively read and interpret building codes/ordinances.
  10. Ability to meet predetermined deadlines.
  11. Ability to communicate effectively, verbally and in writing.
  12. Ability to plan, organize, and prioritize work.
  13. Ability to write clear, concise reports.
  14. Ability to safely move and relocate heavy objects.
  15. Ability to work flexible hours/shifts.
  16. Ability to work in confined areas.
  17. Ability to withstand heights and perform work safely.
  18. Ability to work cooperatively with employees, contractors, vendors, local/state/federal agencies, and the public.
  19. Ability to recognize/report hazards and apply safe work methods.
  20. Ability to work independently without immediate supervision.
  21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Bachelor's degree from an accredited college/university in architecture, civil/structural engineering, or a related field, and six (6) years' experience as a plans examiner with International Code Council (ICC) Building Plans Examiner certification; or,  
Associate degree from an accredited college/university in building inspection technology or a related field, and eight (8) years' experience as a plans examiner with ICC Building Plans Examiner certification; or,

Ten (10) years' experience as a building inspector with ICC Building Plans Examiner certification and at least two (2) additional ICC Commercial Certifications in building, electrical, mechanical, plumbing, or fire inspector I/II.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.

## **Preferred Qualifications**

None specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Transcript(s) from an accredited college/university, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
5. ICC Building Plans Examiner certificate.
6. Current copies of two (2) ICC Commercial Certifications as described above, if applicable.
7. Specific documented evidence of training and experience to satisfy qualifications.

**NOTE:** Candidates may be required to provide own reliable vehicle to perform job duties.

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## **Examples of Assigned Work Areas**

District facilities – offices, construction sites, existing buildings under renovation, schools, mechanical equipment rooms, portable buildings, playgrounds, etc.

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## Work Environment

### Strength

Medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; up to 10 lbs., constantly.

### Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

### Hazards

Frequent electrical shock hazards, furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, code books, architect's scale, engineer's scale, scientific calculator, magnifying glass, circle template, blueprints, code/specification books, ladders, personal protective equipment (PPE), computers, phones, digital cameras, printers, copiers, fax machines, etc.

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### AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender

identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

### **Job Revision Information**

- Revised: 08/09/23
- Created: 09/08/15