CONSTRUCTION PLANS
EXAMINER

Position Details
Class Code: 7707
Job Family: Skilled Trades/Technicians
Classification: Support Professional
FLSA STATUS: NON-EXEMPT

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

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

1. Examines plans and specifications for new and existing capital improvement projects to ensure compliance with building codes, ordinances, regulations, and local amendments.
2. Attends modernization and new construction site meetings/inspections with contractors, architects, public utilities, and other government agencies regarding code compliance or inspection issues with new construction and rehabilitation modernization/renovation projects.
3. Assists and advises Building Department, Construction Management, and in-house personnel in matters relating to construction and code requirements.
4. Investigates and makes inspections of existing buildings to determine if hazardous or illegal conditions exist relating to structures and their use.
5. Prepares written reports and issues notices to correct code violations.
6. Advises architects, designers, and project managers orally and in writing on code requirements.
7. Serves as a resource person for District staff on questions regarding code compliances.
8. Assists with the development and implementation of plans checking procedures.
9. Assists with inspections of site work and building construction to ensure compliance with drawings, specifications, contract documents, and applicable state and local building codes, ordinances, and regulations.
10. Communicates with local, state, and federal agencies regarding building codes and ordinances.
11. Assists with Property Condition Assessments (PCA) to include the following:
   - Code compliance (accessibility, building codes i.e., electrical, mechanical, plumbing, building)
   - Operations (energy use and security)
   - Environmental (air/water quality, asbestos/lead/polychlorinated biphenyls (PCB) are present)
   - Operations (maintenance issues)
   - Fire/life safety conditions
   - Evaluates and recommends corrective actions
12. Reviews plans of photo voltaic (PV) installations from design to substantial completion.
13. Conforms to safety standards, as prescribed.
14. Performs other tasks related to the position, as assigned.

Distinguishing Characteristics

Involves plans examination and construction inspection to ensure compliance with building codes for local, state, and federal ordinances and specifications.

Knowledge, Skills, and Abilities (Position Expectations)

1. Expert knowledge of building codes and ability to recognize, understand, interpret, and apply local, state, federal, and national code and regulations, including, but not limited to: 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), and 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., laptop computers, software applications (i.e., word processing, databases, and spreadsheets, etc.), printers, digital cameras, cell phones, copiers and fax machines).

8. Ability to read and interpret blueprints, drawings, and specifications.

9. Ability to read and objectively interpret building codes and ordinances.

10. Ability to meet predetermined deadlines.

11. Ability to communicate effectively both orally and in writing.

12. Ability to plan and organize work.

13. Ability to write clear and concise reports.

14. Ability to organize and prioritize work assignments.

15. Ability to safely move and relocate heavy objects.

16. Ability to work flexible hours or shifts.

17. Ability to work in confined areas.

18. Ability to withstand heights and perform work safely.

19. Ability to work cooperatively with employees, contractors, vendors, local, state and federal agencies, and the public.

20. Ability to recognize and report hazards and apply safe work methods.

21. Ability to work independently without immediate supervision.

22. 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 Educational Development (GED), foreign equivalency, etc.).

2. Bachelor’s degree from an accredited college or university in architecture, civil engineering, structural engineering, or related field; plus, six (6) years experience
as a plans examiner with International Code Council (ICC) Building Plans Examiner certification; or,

Associate’s degree from an accredited college or university in building inspection technology, or a related field; plus, 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, a minimum of two (2) additional ICC Commercial Certifications in building, electrical, mechanical, plumbing, or fire inspector I and fire inspector 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 the duration of the assignment.

2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).

2. College transcript(s), if applicable.

3. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

4. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicle.

5. ICC Building Plans Examiner certificate.

6. Current copy of two (2) ICC Commercial certifications in building, mechanical, plumbing, electrical, fire inspector I or fire inspector II, if applicable.

7. Specific documented evidence of training and experience to satisfy qualifications.

NOTE: Employment Requirement - May be required to provide own reliable vehicle to perform and fulfill job duties.
Examples of Assigned Work Areas
Clark County School District facilities – offices, construction sites, existing buildings under renovation, schools, mechanical equipment rooms, portable buildings, playgrounds, etc.

Work Environment

Strength
Strength: Medium - Exert force to 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions
Climate-controlled office setting 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).

Examples of Equipment/Supplies Used to Perform Tasks
District issued/personal vehicles, code books, architects scales, engineers scale, scientific calculator, magnifying glass, circle template, blueprints, code/specification
books, ladders, personal protection equipment, laptop computers, cell phones, digital cameras, printers, copiers, fax machines, etc.

AA/EOE Statement
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information
- Revised: 02/12/20
- Created: 09/08/15