



JOB DESCRIPTION

State Form 52468 (12-05)

This document is used to provide a basic description of essential duties and other work elements.

Employee Name:		
Agency: Indiana Department of Homeland Security		BU:
Division: Fire and Building Safety Division	Section/District: Plan Review Division	
Job Title: Code Official 3		Job Code:
Working Title (if different from above): Plan Reviewer		
Reports To:		
FLSA Status: <input checked="" type="checkbox"/> Non-Exempt (OT Eligible) <input type="checkbox"/> Exempt		Effective Date :

Purpose of Position/Summary:

The individual functions as a working level building code official for the Indiana Department of Homeland Security, Division of Fire and Building Safety, Plan Review Division. The individual interprets and applies the state adopted fire and building (structural, plumbing, electrical, mechanical, accessibility, energy conservation, etc.) laws, codes, rules and regulations as they relate to projects that are either in the blueprint (plan review) or constructions (inspection) phase.

Essential Duties/Responsibilities:

Interprets various fire and building codes, laws, rules and regulations and appropriately applies them to specific routine to moderately complex Class 1 structures and industrialized construction projects;

Reviews and releases submitted building plans and specifications or inspects construction, both site and in-plant constructions, for compliance with applicable state fire and building codes, laws, rules and regulations;

Prepares and issues documentation for releases such as construction design releases, foundation, addenda, request for additional information, etc;

Explains and interprets the various fire and building codes and their applicability to architects, engineers, building and fire officials, contractors, manufacturers, and/or property owners;

Determines occupancy classification and types of construction;

Exercises authority over incomplete and/or non-comforming plan submissions until required documents are received;

Investigates and attempts to resolve complaints; Advises and coordinates and/or conducts training for local fire and building code enforcement officials;

Prepares and submits technical reports regarding plan review or field inspection and prepares and submits routine administrative reports such as, itineraries, monthly mileage and attendance;

Keeps abreast of changes (new adoptions and amendments) in laws, codes, rules, regulations and procedures that relate to building projects in the state;

Promotes the development of local building departments through meeting with locally elected and appointed officials and special interest groups, (e.g. trade association):

Serves as a witness in court on code violations, as required;

Shall be on call to respond to emergency events involving man made and/or natural disasters including, but not limited to, damage assessments for tornado's and flooding; and

Performs related work as assigned.

Job Requirements:

Knowledge and skills typically acquired through a bachelor's degree in Architecture; Civil, Electrical, Fire Protection, Mechanical or Structural Engineering or Engineering Technology; Construction Management or Technology; or related area or comparable practical experience building design, design review, construction inspection, or construction supervision alone may substitute for degree;

Specialized knowledge and ability to interpret the state's various adopted fire and building (structural, plumbing, electrical, mechanical, accessibility, energy conservation, etc.) laws, codes, rules and regulations and apply them to plan review or inspection practices;

Working knowledge of construction principles, practices and procedures;

Ability to read, understand and evaluate construction plans, specifications and shop drawings for compliance to applicable fire and building codes;

Ability to use the measuring and mechanical devices related to design and construction practices;

Ability to effectively and tactfully communicate orally and in writing with design professionals, contractors, property owners, elected and appointed officials and the public regarding technical issues of non-compliance, code, complaints and administrative procedures;

Ability to use various office equipment, such as computers, printers, copier, etc.;

Ability to lift up to 30 pounds and/or physically inspect construction projects in various stages of completions (inclement weather, climbing, stooping, crawling, heavy equipment, etc);

Ability to achieve national certification relevant to position (Plans Examiner and Building Inspector) within three years of being hired; and

Possess a valid Indiana Driver's License (Inspection staff only).

Supervisory Responsibilities/Direct Reports:

This individual reports to the Assistant Section Chief of Code Administration for the Division of Plan Review.

Difficulty of Work:

The individual follows prescribed procedures and utilizes moderately standardized fire and building codes, laws, rules and regulations in the evaluation of submitted Class 1 and industrialized building plans or in the field inspection process of such projects. However, considerable judgment is needed in interpreting and applying the complex codes to specific projects and situations and when determining whether plans or construction sites are in compliance. As the work is enforcement in nature, the individual is often placed in stressful and sometimes sensitive situations. This individual must utilize negotiation and conflict resolutions skills.

Responsibility:

The individual works independently after receiving general instruction and is responsible for evaluating and determining the code compliance of submitted building plans and specifications or when conducting compliance inspections during the construction phase. Work is reviewed on a spot check basis for technical accuracy and conformance with the state's various fire and building codes and regulations. Supervisory and senior level staff are available for mentoring and/or to discuss problems when necessary.

Personal Work Relationships:

Primary contacts are with supervisors, co-workers, building and fire officials, engineers, architects, building contractors, property owners and other members of the construction community for the purpose of insuring that the state's various fire and building codes are complied with in both design and

construction phases. This includes communication non-compliance and disapproving design submissions.

Physical Effort:

For review staff, lifting and working with building plans weighing up to 30 pounds.

Working Conditions:

For review staff, work is in a normal office environment.