



**Job Title:** Plans Examiner / Building Inspector I  
**Department:** Planning & Building Department  
**Reports To:** Plans Examiner / Building Inspector Supervisor  
**Salary:** \$26.06 - \$38.57  
**Hiring Range:** \$26.06 - \$32.32

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 2/16/2010	<b>Revision Dates:</b> 3/4/2013, 4/26/2017, 12/3/2019, 05/17/2022	

**JOB SUMMARY**

Performs plan reviews for residential and commercial construction projects to ensure compliance with Town adopted codes, and ordinances. Inspects residential and commercial structures. Provides information and assistance to homeowners, architects, engineers and builders applying for and needing permits. May assist in performing annual fire inspections as needed.

**ESSENTIAL FUNCTIONS**

*Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.*

- Reviews residential and commercial construction plans, including structural calculations, truss calculations, energy calculations and specifications for conformance to adopted Town Codes, including building, fire, mechanical, electrical, plumbing, fuel gas, energy conservation and outdoor lighting codes.
- Prepares and processes plan review comments and inspection correction notices.
- Performs scheduled building inspections and inspects residential and commercial structures for building, mechanical, plumbing, electrical, fuel gas, energy conservation, outdoor lighting, ADA accessibility and fire code issues.
- Provides information and assistance to homeowners, architects, engineers and builders applying for and needing permits; reviews submitted information.
- Consults and coordinates with outside agencies, other departments, local businesses, community groups and professional organizations.
- Prepares and submits routine, recurring and special reports, analyses and recommendations.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- Performs other duties as assigned.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.
- Incumbent will be expected to have the ability and capability, with or without accommodations, to perform these Essential Functions, and other functions and tasks as required and/or directed.



## **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of current Town adopted codes and ordinances.
- Knowledge of the Americans with Disabilities Act and Accessibility Guidelines for buildings and facilities.
- Skilled at reading and interpreting engineering, architectural and construction drawings and diagrams.
- Skilled in operating computerized equipment, specialized computer software and applications.
- Skilled at organizing time and work wisely and efficiently in an environment subject to interruptions and changing priorities
- Skilled at maintaining accurate records of permits, plan reviews, plans, and violations.
- Ability to prepare clear and concise written plan review comments.
- Ability to establish and maintain pleasant, professional, working relationships with coworkers, the general public, property owners, public officials, and contractors, to enforce the building codes with firmness and tact.
- Ability to follow written and oral instructions.
- Ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds or less). Tasks may involve extended periods of time in a standing position, walking on uneven terrain, climbing ladders, loud noises, dust, dirt and extreme temperatures.

## **MINIMUM QUALIFICATIONS**

- High school diploma or General Equivalency Diploma (G.E.D.).
- Five years' experience in one, or a combination of the following areas: plans examiner, building inspector, project manager, project engineer, project architect, construction trades, or building design; OR
- Any equivalent combination of formal education and experience sufficient to perform the essential functions.

## **PREFERRED**

- Certification as a plans examiner.

## **REQUIREMENTS**

- International Code Council (ICC) certification in one within 6 months of hire and a second within 12 months of hire:
  - Building Inspector
  - Plans Examiner
- A valid Arizona driver's license is required within ten days of hire. Local travel is required.
- Must be able to pass a background investigation.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.

The Town of Sahuarita is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town of Sahuarita will provide reasonable accommodations to qualified individuals



with disabilities and encourages both prospective and current employees to discuss potential accommodations with a member of the Human Resources Department.

Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers



**Job Title:** Plans Examiner/Building Inspector II  
**Department:** Planning and Building  
**Reports To:** Plans Examiner/Building Inspector Supervisor  
**Salary:** \$27.31 - \$40.45  
**Hiring Range:** \$27.31 - \$33.88

<b>Job Status:</b> Regular, Full-Time	<b>FLSA Status:</b> Non-Exempt	<b>Town Status:</b> Classified
<b>Origination Date:</b> 11/1/2018	<b>Revision Dates:</b> 11/01/2020	

**JOB SUMMARY**

Inspects and conducts plan review on commercial and residential buildings to ensure compliance with Town adopted codes and ordinances.

**ESSENTIAL FUNCTIONS**

*Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.*

- Inspects and conducts plan reviewed on commercial and residential structures for building, mechanical, electrical, plumbing, fuel gas, energy conservation, outdoor lighting code, fire, and ADA accessibility to ensure compliance with Town adopted codes and ordinances.
- Prepare inspection correction notices on buildings and structures inspected.
- Assists other building inspectors and plans examiners with complex commercial and residential plans and structures.
- Assists Plans Examiner/Building Inspector Supervisor in scheduling and monitoring quality of inspections.
- Responsible for scheduling and coordinating inspections, responding to all inquiries, code related issues, complaints, etc. in the absence of the Plans Examiner/Building Inspector Supervisor.
- Prepares inspection correction notices in software system.
- Partners with contractors to ensure businesses meet opening dates.
- Provides excellent customer service to homeowners, contractors, subcontractors, business owners, architects, engineers developers and outside agencies.
- Establishes and maintains partnerships and effective working relationships with Town staff, homeowners, contractors, subcontractors, business owners, architects, engineers, developers, and outside agencies.
- Attends and participates in pre-construction meetings with Town staff, contractors, subcontractors, architects, developers, business owners and outside agencies as needed.
- Performs all work duties and activities in accordance with department and/or Town policies and



procedures. Works in a safe manner and reports unsafe activity and conditions according to the Town's safety policies and practices.

- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

## **KNOWLEDGE, SKILLS & ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of current Town adopted codes and ordinances.
- Skills at organizing time and work wisely and efficiently in an environment subject to interruptions and changing priorities.
- Skills in monitoring and ensuring all inspections and plan reviews are conducted for compliance with Town codes, ordinances, industry standards, plans and specifications.
- Skills at maintaining accurate records of permits, inspections, and violations.
- Skills in operating specialized computer software and applications.
- Knowledge of safety practices on construction sites.
- Ability to read and interpret project construction plans and specifications.
- Ability to prepare clear and concise written comments with references to code sections.
- Ability to resolve issues on non-compliant work with contractors and other agencies.
- Ability to communicate effectively and establish and maintain effective working relationships.
- Ability to exert physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of moderate weight (generally 25 pounds).
- Ability to work outdoors in extremes of heat, cold and inclement weather with potential exposure to dust, dirt, loud noises, construction activities/materials, walking on uneven terrain for extended periods of time, and climbing ladders and scaffolding.

## **MINIMUM QUALIFICATIONS**

- High school diploma or General Equivalency Diploma (G.E.D.).
- Three years' experience in at least one or a combination of the following areas: plans examiner, building inspector, project manager, project engineer, project architect, construction trades, or building design; OR
- Any equivalent combination of Formal Education and Experience sufficient to perform the Essential Functions.
- International Code Council (ICC) certification in two of the following areas:
  - Commercial building inspector
  - Commercial plan reviewer
  - Commercial electrical inspector
  - Commercial plumbing inspector
  - Commercial mechanical inspector
- Valid Driver's License required. Arizona Driver's License within ten days of hire.
- Must be able to pass a background investigation.



## **PREFERRED QUALIFICATIONS**

- Five years commercial construction work experience or commercial inspection experience with municipal experience.
- Commercial combination inspector certification by the International Code Council (ICC).

## **REQUIREMENTS**

- A valid Arizona driver's license is required within ten days of hire. Local travel is required.
- Must be able to pass a background investigation.

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- Provide outstanding customer service to internal and external customer