

Jurisdiction: City of Ithaca

Jurisdictional Class: Competitive

Adopted: 04/13/98

Revised: 04/06/05, 07/02/08, 09/15/10, 02/20/13, 02/19/14, 08/08/18, 09/07/22, 04/05/23

SENIOR PLAN EXAMINER

DISTINGUISHING FEATURES OF THE CLASS: This is a supervisory and technical position responsible for the review of construction documents and building plans and the supervision of staff engaged in code inspection activities. Under the general supervision of departmental superiors, the Senior Plan Examiner enforces and supervises the enforcement of State and City laws and ordinances related to buildings and land use including but not limited to the New York State Uniform Fire Prevention and Building Code, the New York State Multiple Residence Law, the New York State Energy Code, the City of Ithaca Building and Housing Code, the City of Ithaca Zoning Ordinance, the Historic Preservation Ordinance, the Flood Damage Prevention Ordinance, and the City of Ithaca Sign Ordinance. The Senior Plan Examiner acts as the Secretary to assigned City boards, such as the Building Code Board of Appeals, in the absence of superiors and in conjunction with superiors. The Senior Plan Examiner also provides assistance to the public, contractors, property owners, and tenants in the area of codes, building construction and occupancy issues. The review and approval of construction plans for, and inspection and approval of, all buildings is the responsibility of this position. The duties of the Senior Plan Examiner are supervisory rather than administrative and, while the Senior Plan Examiner possesses the authority to interpret policy and implement departmental procedures, the Senior Plan Examiner does not establish departmental policies or create departmental procedures. Supervision is exercised over code inspection and clerical staff as assigned. Does other related work as required.

TYPICAL WORK ACTIVITIES:

Revises, checks and approves plans and specifications submitted with building permit applications for compliance with building codes, housing code, zoning ordinance, environmental review law, energy code, plumbing and electrical codes, and other applicable life safety codes prior to issuing permits;
Takes corrective action in cases where construction, design, occupancy or use activities do not comply with codes and ordinances;
Inspects or directs the inspection of buildings and structures in the process of construction or repair for compliance with approved plans and specifications and all requirements of applicable laws and ordinances;
Issues building permits;
Explains the requirements of the City of Ithaca Building Code, the New York State Uniform Fire Prevention and Building Code, the New York State energy Code, the City of Ithaca Housing Code, the New York State Multiple Residence Law, the City of Ithaca Plumbing Code, the National Electric Code, other life safety codes and local ordinances to the public, contractors, property owners, and all other interested parties;
Inspects existing buildings and structures to insure their conformity with safety standards;
Investigates complaints and assists in preparation of materials for abating violations of the building codes and housing codes;
Maintains records of acts and decisions;
Assists in the preparation of cases for prosecution for violations of codes and ordinances relating to buildings and the use and occupancy of land and buildings;
Testifies in court actions involving building and housing codes;
Assists in the preparation of periodic reports of buildings and structures erected or altered, of permits issues, of fees collected and estimated costs of work covered by such permits for presentations to the Common Council;
Refers inquiries to other public and private agencies or offices for questions outside the jurisdiction of the Planning, Building and Development Department;

Typical Work Activities - continued

Supervises the work of code inspectors, trains staff, and provides input into the hiring and/or evaluation of staff;
Reviews all permit applications before delegating work to the Code Inspectors.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of, and the ability to read and interpret, building plans and specifications; thorough knowledge of the modern practices, principles, materials and tools used in building construction, including construction involving reinforced concrete and structural steel; thorough knowledge of the building trades; thorough knowledge of the New York State Multiple Residence Law, the New York State Uniform Fire Prevention and Building Code, the New York State Energy Code, The City of Ithaca Building and Housing Code, Zoning Ordinance, Landmark Preservation Ordinance, and Flood Plain Ordinance; working knowledge of governmental organization and jurisdiction; ability to teach the application of codes to inspectors; computer literacy; excellent reading, writing, and research skills; ability to establish and maintain cooperative and effective relationships with other public officials, building contractors and the public; ability to maintain confidentiality; ability to be firm but courteous; ability to successfully work with and serve a diverse local community; thoroughness; good judgment; good attention to detail; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Possession of a Bachelor's Degree in Engineering, Architecture, or a closely related field with similar course curriculum, and five (5) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or
- B. Possession of a Bachelor's Degree and seven (7) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or
- C. Possession of an Associate's Degree in Construction Engineering, Construction Technology or a closely related field with similar course curriculum, and seven (7) years of full-time paid experience, or its part-time paid equivalent, in the design, construction, or inspection of buildings as a project manager, estimator, construction superintendent or general contractor, or in qualified code enforcement activities. At least two years of this experience must have involved reading and interpreting plans and specifications for buildings of large scale construction; or
- D. An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

Note: College degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education and/or U.S. Secretary of Education. If an applicant's degree was awarded by an educational institution outside the United States and its territories, the applicant must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found at <https://www.cs.ny.gov/jobseeker/degrees.cfm>. Applicants are responsible for payment of the required evaluation fee.

SPECIAL REQUIREMENTS:

- A. Possession of a valid New York State Class D driver license or a valid driver license equivalent to a New York State Class D driver license at the time of appointment and maintenance of said license for the duration of employment.
- B. Candidates must obtain certification as a Code Enforcement Official from the New York State Department of State, as required by Title 19, Part 1208 of the Official Compilation of Codes, Rules and Regulations of the State of New York (NYCRR), within twelve months of permanent appointment, and must maintain said certification for the duration of employment.