

Lake Havasu City, Arizona

Class Description



Title: Plans Examiner
Department: Development Services
Division: Building
Grade: CP10

FLSA Status: Non-Exempt
Job Code: 21221
Updated: 7/5/2025
Salary: \$29.68 - \$43.04

General Definition of Work

Performs intermediate skilled technical work performing residential building plan reviews to ensure compliance with the City codes, policies, and procedures, reviewing and interpreting building and structural construction documents and reports, performing site inspections, coordinating plan reviews with other City departments, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Official.

Essential Functions

The requirements listed below are representative of the knowledge, skill, and/or ability required and are subject to change as needs and job requirements change. Position assignments may vary. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Examines plans and structural calculations of residential single-family homes, duplexes, town houses, garages, additions, and patios to determine compliance with the provisions of the City's building, mechanical, electrical, and plumbing codes.

Evaluates test reports and calculations such as truss reports, structural calculations, soil analysis reports, etc.

Identifies defects or inadequacies; prepares plan; reviews correction reports; ensures plan corrections meet the requirements of applicable City codes.

Provides technical assistance related to City Codes to homeowners, real estate agents, drafters, architects, and engineers through communication at the Customer Service counter, telephone calls, and emails.

Confers with architects, engineers, contractors, and owners on proposed projects to resolve problems; provides technical information and recommendations during plan review.

Approves plans if applicable; calculates all permit fees; inputs into permitting system; prepares complete package for Customer Service Specialists.

Makes field inspections to determine engineering integrity or proper installation of unusual design, material, or equipment.

Operates and maintains motor vehicles or other work related equipment requiring a valid driver's license.

Minimum Qualifications

Associates/Technical degree with coursework in building construction, or related field and moderate experience in plan checking or building construction, or equivalent combination of education and experience.

Special Qualifications

Possession of Building Plans Examiner Certification or Residential Plans Examiner Certification issued by the International Code Council (ICC) at hie.

Must meet and maintain all training and education requirements for the position.

Valid Driver License of appropriate class.

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Knowledge, Skills & Abilities

Thorough knowledge of the laws, policies and procedures, and other regulations related to building inspection and construction; thorough knowledge of municipal land use, development ordinances, real estate development, zoning regulations, subdivision regulations, building codes, other construction related ordinances, and other related City rules and procedures; thorough knowledge of planning disciplines; general knowledge of theory, principals, and practices of community development.

Skill in the use of personal computers, associated software, hardware, and peripheral equipment; skill in planning and technical writing; skill in building and housing inspections and making appropriate recommendations; skill in analytical, quantitative, problem-solving, organization, and time-management; skill in preparing reports and general correspondence.

Ability to identify and respond to defects and inadequacies and participate in the planning of corrections and requirements; ability to work on several projects/issues at once, manage projects effectively and meet firm deadlines; ability to prepare and present verbal and written reports clearly and concisely; ability to research and collect and organize data; ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems; ability to communicate effectively in oral and written form; ability to deal courteously and effectively with the public; ability to work with diverse groups of people, responding thoughtfully to concerns; ability to establish and maintain effective working relationships with associates, supervisors, property owners, contractors, City officials, vendors, outside agencies, architects, engineers, real-estate agents, drafters, other departments, and the general public.

Working Conditions

This work requires the occasional exertion of up to 25 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).
