



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BUILDING CODES PLANS REVIEWER II

Job Number: 20000801

Job Code: 32260V161016

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 10/16/2016

Grade: 13	Salary (MIN - MID):	Special Entrance Rate:
	\$16,432-\$21,875 - Hourly	NONE
	\$2,670.20-\$3,554.70 - 37.5 Hr. Monthly Salary	NONE
	\$2,848.22-\$3,791.68 - 40 Hr. Monthly Salary	NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs duties in the review of architectural or engineering structural drawings and specifications to ensure compliance with applicable building codes and referenced standards; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have five years experience in drafting or preparing building construction documents, as a new construction building inspector or plans reviewer, in the supervision of building construction, and must be a certified building inspector or plans and specifications inspector.

Substitute EDUCATION for EXPERIENCE:

A bachelor's degree in architecture, engineering, or related field will substitute for the above experience on a year-for-year basis. An associate's degree in architecture, engineering, architectural technology, drafting and designing technology, fire science technology, engineering technology, building construction technology or related field will substitute for the above experience on a year for year basis.

Substitute EXPERIENCE for EDUCATION:

Three years experience as an inspector in the Department of Housing Buildings and Construction will substitute for the above experience.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must hold a current certificate for Level III plans and specifications inspector issued by the Department of Housing, Buildings and Construction <http://www.dhbc.ky.gov/Pages/default.aspx> as defined in KRS 198B.090 and 815 KAR 7:070 <http://162.114.4.13/KRS/198B00/090.PDF> and <http://www.lrc.state.ky.us/kar/815/007/070.htm>. Must maintain any required licensure(s), certification (s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Determines if submitted building plans come under state jurisdiction or referred to local building inspector. Reviews architectural or engineering drawings to ensure compliance with Kentucky Building Code. Corresponds and consults with design professionals, contractors and owners concerning changes for compliance. Approves release of plans to construction phase. Works closely with field inspectors to maintain code compliance during construction. Issues certificates of occupancy on completed projects. Assists field inspectors in determining when a stop work order should be issued. Attends staff meetings and training sessions. Provides technical assistance and training to local building and fire officials. Keeps project records.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title maybe required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.