



City of Phoenix

Building Code Examiner

Job Code:	60200	Job Function:	Inspectional
Salary Plan:	006	Grade:	359
FLSA:	Nonexempt	Labor Assign:	Unit 3 AFSCME 2960
Benefit Cat:	003	EEO-4:	Technicians
SOC:	17-3022.00	Last Revision:	April 2024

This description shall not be held to exclude other duties not specifically mentioned that are of similar kind or level of difficulty as the examples of typical functions of the classification. They are intended to describe the general nature and level of work being performed by individuals assigned to positions in this classification.

DEFINITION:

The fundamental reason this classification exists is to approve applications for construction permits for moderately complex commercial projects such as tenant improvements, remodels, and small structures based on applicable codes, ordinances, and administrative directives which are enforced by the Planning and Development Department. Duties include reading plans, interviewing applicants to determine if proposed construction conforms to various codes and ordinances, and interpreting and approving building plans and specifications. Incumbents work with building codes which are complex and require a variety of interpretations based upon the specific conditions of each construction project, including the scope of work to be performed, nature of work, age of existing building, codes applicable during the original construction, and present code requirements. Employees work independently and are responsible for making decisions requiring broad technical expertise.

DISTINGUISHING FEATURES OF THE CLASS:

The experience and knowledge necessary to review commercial projects, and the difficulty in applying provisions consistently and uniformly from one project to another differentiate this classification from the Construction Permit Specialist II classification.

SUPERVISION RECEIVED/GIVEN:

Supervision is received from a Structural Plans Engineer or other supervisor.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only):

- Advises construction permit applicants by phone or in person as to whether proposed construction conforms with the building, plumbing, mechanical, and electrical codes, zoning ordinance, and related regulations and directives
- Researches and enters technical data as required for sites, permits, or plans information into computer
- Reads code updates and ordinance changes and attends seminars to keep current on code and ordinance changes
- Reviews tenant improvement and remodeling plans and other data to approve or deny applications for commercial and industrial construction permits



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- Completes forms to approve or deny applications for construction permits
- Interprets codes and informs applicants of construction code and zoning ordinance requirements
- Provides technical information to field inspectors by reviewing and researching available records and maps
- Checks data files to insure that permits issued meet requirements and are released in accordance with established procedures
- Advises construction permit applicants of the types of plans that must be submitted for proper review, the amount of time required for the review process, expedited review options, and recourse available to resolve problems encountered during the review process
- Assists Construction Permit Specialists I and II in technical and customer problem resolution for commercial projects
- Issues commercial permits at a public counter
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of:

- City codes, ordinances, and directives, including building, electrical, mechanical, plumbing, and zoning requirements as applied to existing residential construction projects and moderately complex commercial projects.
- Various construction materials and methods and stages of construction.
- Mathematical principles required to perform related technical calculations.

Ability to:

- Work cooperatively with other City employees and the general public.
- Read and accurately interpret plans and specifications.
- Objectively interpret and consistently apply code requirements and related standards in accordance with department policies.
- Communicate in the English language by phone or in person in a one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Draw or letter charts, schedules, graphs, maps, or similar objects.
- Measure dimensions using engineer's and architect's scales.
- Use graphic instructions, such as blueprints, plans, schematic drawings, or other visual aids.
- Comprehend and make inferences from written material.
- Work safely without presenting a threat to self or others.



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Additional Requirements:

- Obtaining a combination of discipline specific commercial certifications or licenses may be required for some positions depending on department or section assignment.
- Some positions will require the performance of other essential and marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Two years of experience reviewing plans, schedules, and other data to ensure proposed construction conforms to building, plumbing, mechanical, and electrical codes, zoning ordinance, and related regulations (two years at the level of Construction Permit Specialist II). Other combinations of experience and education that meet the minimum requirements may be substituted.