City of Rapid City  
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Code Consultant/Plans Examiner</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>CCPE</td>
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<td>Group/BU:</td>
<td>AFSCME</td>
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<tr>
<td>Pay Grade:</td>
<td>AU04</td>
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<td>Date Revised:</td>
<td>3/11/2022</td>
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<td>FLSA Status:</td>
<td>Non-Exempt</td>
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**General Summary:** Responsible to administer the compliance of codes, rules, and regulations governing the building construction industry, including the International Building Code, International Residential Code, International Existing Building Code, and ANSI codes and standards, and to supervise and coordinate Building Inspection staff.

**Essential Duties and Responsibilities:**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

- Performs residential, commercial, and industrial plan reviews and prepares the necessary reports to ensure compliance with construction codes and regulations by determining the use and occupancy classification and type of construction; establishing maximum areas, height limitations, proper yardage, and fire-resistive construction; reviewing all footing, foundation, wall, and roof structural assemblies to ensure that all load combinations from dead loads to lateral loads are in compliance with standard engineering practices and appropriate codes; examining plans to ensure that all life safety and fire protection systems are provided; reviewing assemblies to ensure that fire-resistive elements meet the standards for the type of construction; ensuring plans meet disability accessibility standards; reviewing material specifications to ensure the design strengths and durability of materials used meet the specification(s) for the intended use, loads, and exposures; ensuring that construction documents for uses (which meet specific threshold limits established by the state) have been prepared and sealed by design professionals licensed in the state of South Dakota.
- Coordinates the Building Inspectors. Reviews and monitors permits issued and inspections to ensure that field inspections are properly conducted and recorded, and that International Building Code, International Residential Code, International Existing Building Code, and ANSI code compliance is consistently applied.
- Makes recommendations relating to hiring, discharge, layoff, suspension, disciplinary action, adjustment of grievances, and performance evaluations.
- Performs inspections/monitors and aids in the progress of complex facilities. Responds to inquiries and concerns from designers, contractors, and the general public regarding building codes and ordinances, inspections, and other related issues. Settles disputes between designers, contractors, the public, and staff regarding interpretation of adopted codes to determine the best way to resolve issues.
- Acts as technical advisor on matters regarding structural engineering, accessibility, and fire and life-safety architectural standards.
- Consults and coordinates plan reviews with other departments before permit issuance.
- Prepares permit applications and calculates fees for electrical, plumbing, mechanical, sign building permits, other miscellaneous permits and issue permits.
- Reviews and forwards unresolved complaints and code violations to the Building Official.

Qualifications:

Education and/or Experience:

Graduation from an accredited college or university with major course work in architectural or civil engineering or similar field and a minimum of four (4) years’ experience in municipal building code enforcement; or any such combination of education, experience, and training as may be acceptable to the hiring authority.

Certificates, Licenses, Registrations:

Must possess the International Building Code Certification as a Plans Examiner and Building Inspector. Must possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles and outside weather conditions. The noise level in the work environment is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.