



MONROE CITY COUNCIL

Agenda Bill No. 19-198

SUBJECT:	<i>Approval of On Call Building Plans Examiner</i>
-----------------	--

DATE:	DEPT:	CONTACT:	PRESENTER:	ITEM:
09/24/2019	Community Development Human Resources	Ben Warthan Ben Swanson	Ben Warthan Ben Swanson	New Business #3

Discussion: 09/24/2019
Attachments: 1. Plans Examiner Job Description

REQUESTED ACTION: Move to authorize the early hiring of an on call plans examiner.

POLICY CONSIDERATIONS

The City Council is responsible for the budget and establishing positions within the pay plan.

DESCRIPTION/BACKGROUND

Due to the high volume of permits, the Community Development Department is requesting the approval to hire an on call building plans examiner. The purpose of this position is to augment the City’s current building plan review workload. The proposed part-time plans examiner would be used on an as-needed basis by the Building Official and payed on a percent of plan review proceeds. This position would function much like a contract employee but would be considered a City of Monroe employee. Currently, the City’s building official conducts the majority of the building plan reviews for commercial and residential permits received by the City’s building division.

The City is experiencing a heavy building inspection and plan review load. The high inspection load often requires the building official to be in the field conducting build inspections, taking away from his time in the office for plan review. Hiring of an on call plans examiner would give the building official the ability to delegate a portion of the plan review and dedicate more of his time to inspections and other administrative duties.

The plans examiner role generally includes reviewing residential, industrial and commercial building plans for compliance with the State adopted International Building Code (IBC), International Fire Code (IFC), International Mechanical Code (IMC), Uniform Plumbing Code (UPC), International Residential Code (IRC), the Municipal Code and all other applicable regulations of the City of Monroe.

FISCAL IMPACTS

The on call plans examiner would be paid from a percentage of the building permit proceeds. On call plans examiner positions and consultant plan reviews typically have two separate fee structures. On a specific plan review, they charge seventy percent of what we collect for our plan review fee, and an hourly fee of \$34.42 to \$43.01 (depending on their qualifications) for any other duties like inspections, meetings or counter help. Both plan review work and work associated with an hourly fee would only occur upon direction from the Director or his designee.

If the City hires a firm, costs would be paid through the accounts payable system. If the City hires an individual for this work, the City would pay the individual through our payroll system, which would increase costs by 7.65 percent (FICA costs). However, this person would still be considered a contractor and would not be entitled to any other benefits.

TIME CONSTRAINTS

As soon as possible; to allow for preparation and posting of the position.

ALTERNATIVES

- 1) Deny request and continue to conduct plan review in-house.

**CITY OF MONROE
POSITION DESCRIPTION**

TITLE:	On Call Plans Examiner	DEPARTMENT:	Community Development
NUMBER:	2019-013	REPORTS TO:	Building Official
UNION:	Non-Exempt	CURRENT:	Vacant

MAJOR FUNCTION AND PURPOSE

Perform plan review and limited inspections for structural, non-structural and fire life safety components of commercial and residential buildings to ensure compliance with State adopted Building, Mechanical, Plumbing, Accessibility, Energy and other related Codes, including local and State amendments.

Work with owners, developers and contractors on ways to meet minimum code requirements. Coordinate with other departments to ensure accurate and timely reviews for all projects.

SUPERVISION RECEIVED

This position serves under the direction of the Building Official.

SUPERVISION EXERCISED

Persons in this position normally do not supervise any staff.

SPECIFIC DUTIES AND RESPONSIBILITIES

Includes but is not limited to such essential functions as listed below:

- Perform plan review of structural, non-structural and fire life safety components of commercial and residential buildings to ensure compliance with Federal, State, and locally adopted and amended codes.
- Review plans and information in both hard copy and electronic format.
- Coordinate responses with multiple departments to ensure the applicant receives accurate information.
- Conduct pre-construction, pre-development and other meetings as needed.
- Answer questions by telephone, email, at the counter, or in the field regarding applicable code requirements.

- On a limited basis, inspect structures for building, accessibility, plumbing and mechanical installations for conformance with the appropriate codes, regulations and plans/specifications.
- Ability to work well independently and with others; stay on task, and follow direction.
- Maintain accurate records and files.

MINIMUM QUALIFICATIONS

- High school diploma, or G.E.D., two years experience as a plans examiner or any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the duties associated with the position.
- Must possess an ICC Building Plans Examiner Certification within 6 months of date of hire.
- Ability to drive a City vehicle; have a good driving record and current and valid Washington State driver's license.

DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES

Ability to:

- Inspect and review electrical installations as required by RCW 19.28.321.
- Possess commercial or residential building inspector certifications.

WORK ENVIRONMENT

See attached Physical Demand Job Assessment form

This position description does not constitute an employment agreement between the employer and the employee, and is subject to change as the needs of the employer and requirements of the position change.

Date

Department Director

Human Resources

City Administrator

Employee acknowledgment:

I have read this Job Description and have been made aware of the terms and conditions as they relate to my position. Accommodation has been made in regards to lifting requirements of 5 pounds.

(Employee signature)