

**WOOD COUNTY, OHIO  
POSITION DESCRIPTION**

**POSITION: Master Plans Examiner  
DEPARTMENT: Building Inspection**

**PAY GRADE: 13  
STATUS: Classified,  
FLSA Exempt (Professional)**

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**PURPOSE OF POSITION**

The purpose of this position is to perform professional work in the review of construction documents to determine compliance with current building codes and associated standards.

**ESSENTIAL FUNCTIONS**

**In addition to consistent and reliable attendance, the following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. Refer to the Comprehensive Position Questionnaire (CPQ) for this position for percentages of time.**

Conducts technical reviews of residential and commercial building and construction documents, plans, and related information; analyzes information to determine compliance with current building codes and associated standards; provides assistance with planning and zoning reviews; reviews technical reports for compliance.

Interacts with property owners, architects, and engineers to provide information and answers to related inquiries.

Conducts site visits and inspections to resolve code compliance issues.

Instructs, assigns, and reviews the work of assigned trainees; maintains standards through the effective coordination of activities; participates in new employee selection process.

Investigates and evaluates new construction techniques and equipment to determine compliance with applicable codes.

Operates a personal computer, printer, calculator, copier, fax machine, phone system, and other equipment as necessary to complete essential functions, to include the use of word processing, desktop publishing, spreadsheet, database, and other system software utilized within the department.

Receives and reviews various forms and documents including building plans, plan revisions, building appeal requests, inspection records, maps, and related information

Prepares and processes a variety of correspondence and reports including condition letters, correction letters, correspondence to architects, Certificates of Occupancy, appeals letters, educational materials, and related documents.

Utilizes specific tools and equipment including a tape measure, metal gauge, pressure gauge, architects scale, digital camera, and other tools to perform inspections and gather information.

**ADDITIONAL FUNCTIONS**

Performs other related functions as required.

**MINIMUM QUALIFICATIONS**

Refer to the rules set by the Ohio Board of Building Standards. Successful applicant must be certified as a Master Plans Examiner within two years of application to the Board of Building Standards and within three years of employment. Must possess a valid driver's license.

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### PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, wetness, humidity, rain, temperature extremes, unsafe structures, heights, confined spaces, electric currents, bright/dim lights, or rude/irate customers.

Wood County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.