



Job Title: Plans Examiner/Building Inspector I

Department: Community Development

Reports To: Building Official

Salary: \$26.58 - \$39.34

Hiring Range \$26.58 - \$32.96

Job Status: Regular, Full-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 2/16/2010	Revision Dates: 3/4/2013, 4/26/2017, 12/3/2019, 05/17/2022, 9/26/2024, 2/2/2026	

JOB SUMMARY

Performs independent, full-scope residential and commercial plan reviews to ensure compliance with Town adopted codes, and ordinances. Inspects residential and commercial structures. Provides information and assistance to homeowners, architects, engineers, and builders applying for and needing permits.

DISTINGUISHING CHARACTERISTICS

This classification is distinguished from the Senior Permit Technician – Hybrid position by responsibility for independently performing full-scope residential and commercial plan review and inspections, including issuance of correction notices and approvals. Employees in this class are fully qualified inspectors and/or plans examiners.

ESSENTIAL FUNCTIONS

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

- Independently inspects and conducts plan reviews on residential and commercial structures for building, mechanical, electrical, plumbing, fuel gas, energy conservation, outdoor lighting code, fire, and ADA accessibility to ensure compliance with town-adopted codes and ordinances.
- Prepares, issues, and documents inspection and plan review correction notices using the Town's permitting software system.
- Provides professional, responsive customer service and establishes effective working relationships with Town staff, homeowners, contractors, design professionals, business owners, and outside agencies.
- Attends and participates in pre-construction meetings with Town staff, homeowners, contractors, design professionals, developers, business owners, and outside agencies as needed.
- Prepares and submits routine, recurring and special reports, analyses and recommendations.
- Performs other duties as assigned.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.
- Works in a safe manner and reports unsafe activity and conditions according to the Town's safety policies and practices.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.
- Incumbent will be expected to have the ability and capability, with or without accommodation, to perform these Essential Functions, and other functions and tasks as required and/or directed.



KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of current Town adopted codes and ordinances.
- Knowledge of the Americans with Disabilities Act and Accessibility Guidelines for buildings and facilities.
- Skilled at reading and interpreting engineering, architectural and construction drawings and diagrams.
- Skilled in operating computerized equipment, specialized computer software and applications.
- Skilled at organizing time and work wisely and efficiently in an environment subject to interruptions and changing priorities
- Skilled at maintaining accurate records of permits, plan reviews, plans, and violations.
- Ability to prepare clear and concise written plan review comments.
- Ability to establish and maintain pleasant, professional, working relationships with coworkers, the general public, property owners, public officials, and contractors, to enforce the building codes with firmness and tact.
- Ability to follow written and oral instructions.
- Ability to exert light physical effort including, but not limited to, lifting, carrying, pushing and/or pulling, etc. of objects and materials of light weight (generally 25 pounds or less). Tasks may involve extended periods of time in a standing position, walking on uneven terrain, climbing ladders, loud noises, dust, dirt and extreme temperatures.

MINIMUM QUALIFICATIONS

- High school diploma or General Equivalency Diploma (G.E.D.).
- Three (3) years of experience in one, or a combination of the following areas: plans examination, building inspection, project management, project engineering, project architecture, or building design; **OR**
- Any equivalent combination of formal education and experience sufficient to perform the essential functions.

International Code Council (ICC Certifications) :

- Possession of one of the following within six (6) months of hire and the other within twelve (12) months of hire:
 - B1 Building Inspector
 - R3 Plans Examiner

PREFERRED QUALIFICATIONS

- Three (3) years of construction, building inspection, or plan review experience with a municipal or regulatory agency.
- International Code Council (ICC) B1 Building Inspector Certification, and/or R3 Residential Plans Examiner Certification upon hire.
- Coursework in construction technology, drafting, architecture, or engineering.

REQUIREMENTS

- A valid Arizona driver's license is required within ten days of hire. Local travel is required.
- Must be able to pass a background investigation.

This job description does not constitute an employment agreement between the Town of Sahuarita and the employee and is subject to change by the Town of Sahuarita as needed.



Management's vision is for all employees to embrace, support, and promote the Town's values, beliefs, and culture, which include but are not limited to the following expected behaviors:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, THE TOWN WILL PROVIDE REASONABLE ACCOMMODATIONS TO QUALIFIED INDIVIDUALS WITH DISABILITIES AND ENCOURAGES BOTH PROSPECTIVE AND CURRENT EMPLOYEES TO DISCUSS POTENTIAL ACCOMMODATIONS WITH A MEMBER OF THE HUMAN RESOURCES DEPARTMENT



Job Title: Plans Examiner/Building Inspector II

Department: Community Development

Reports To: Building Official

Salary: \$29.20 - \$43.26

Hiring Range: \$29.20 - \$36.23, DOE

Job Status: Regular, Full-Time, Part-Time	FLSA Status: Non-Exempt	Town Status: Classified
Origination Date: 11/1/2018	Revision Dates: 11/1/2020, 1/15/2023, 8/1/2024, 2/2/2026	

JOB SUMMARY

Performs advanced, full-scope residential and commercial plan review and building inspections to ensure compliance with Town adopted codes. Provides information and assistance to homeowners, architects, engineers, and builders applying for and needing permits. Provides technical mentoring and operational support within the Building Safety Division.

DISTINGUISHING CHARACTERISTICS

This is the advanced-level classification in the Plans Examiner/Building Inspector series. It is distinguished from the Plans Examiner/Building Inspector I by the performance of complex or high-profile plan review and inspection assignments, provision of technical guidance and mentorship to other inspectors and plans examiners, and the ability to provide operational coverage in the absence of the Building Official, as assigned.

ESSENTIAL FUNCTIONS

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties, and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

- Independently inspects and conducts plan reviews on complex commercial and residential structures for building, mechanical, electrical, plumbing, fuel gas, energy conservation, outdoor lighting code, fire, and ADA accessibility to ensure compliance with town-adopted codes and ordinances.
- Prepares, issues, and documents inspection and plan review correction notices using the Town's permitting software system.
- Provides technical guidance and mentoring to building inspectors and plans examiners on complex commercial and residential plans, inspections, and codes.
- Assists the Building Official with inspection scheduling and actively monitors inspection quality and consistency.
- Acts in the absence of the Building Official as assigned, including scheduling inspections and responding to code-related issues, complaints, and inquiries.
- Provides professional, responsive customer service and establishes effective working relationships with Town staff, homeowners, contractors, design professionals, business owners, and outside agencies.
- Attends and participates in pre-construction meetings with Town staff, homeowners, contractors, design professionals, developers, business owners, and outside agencies.
- Prepares and submits routine, recurring and special reports, analyses and recommendations.
- Performs other duties as assigned.
- Performs all work duties and activities in accordance with department and/or Town policies and procedures.



- Works in a safe manner and reports unsafe activity and conditions according to the Town's safety policies and practices.
- The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities are subject to change as the needs of the Town and requirements of the position change.

KNOWLEDGE, SKILLS & ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of current Town adopted codes and ordinances.
- Skills at organizing time and working wisely and efficiently in an environment subject to interruptions and changing priorities.
- Skills in monitoring and ensuring all inspections and plan reviews are conducted for compliance with Town codes, ordinances, industry standards, plans, and specifications.
- Skills at maintaining accurate records of permits, inspections, and violations.
- Skills in operating specialized computer software and applications.
- Knowledge of safety practices on construction sites.
- Ability to read and interpret project construction plans and specifications.
- Ability to prepare clear and concise written comments with references to codesections.
- Ability to resolve issues on non-compliant work with contractors and other agencies.
- Ability to communicate effectively and establish and maintain effective working relationships.
- Ability to exert physical effort including, but not limited to, lifting, carrying, pushing, and/or pulling, etc. objects and materials of moderate weight (generally 25 pounds).
- Ability to work outdoors in extremes of heat, cold, and inclement weather with potential exposure to dust, dirt, loud noises, construction activities/materials, walking on uneven terrain for extended periods, and climbing ladders and scaffolding.

MINIMUM QUALIFICATIONS

- High school diploma or General Equivalency Diploma (G.E.D.).
- Five (5) years of experience in one or a combination of the following areas: plans examination, building inspection, project management, project engineering, project architecture, or building design; **OR**
- Any equivalent combination of education and experience sufficient to perform the Essential Functions.

International Code Council (ICC) Certifications:

- Possession of two (2) commercial inspector and/or commercial plans examiner certifications at the time of hire.
- If not already held at the time of hire, the following certifications are required within six (6) months of appointment:
 - B2 Commercial Building Inspector
 - B3 Building Plans Examiner

PREFERRED QUALIFICATIONS

- Five (5) years of commercial construction, commercial inspection, or commercial plan review experience with a municipal or regulatory agency.
- International Code Council (ICC) C5 Commercial Combination Inspector or C3 Commercial Combination Plans



Examiner certification.

- Coursework in construction technology, drafting, architecture, or engineering.

REQUIREMENTS

- A valid Arizona driver's license is required within ten days of hire. Local travel is required.
- Successful completion of a criminal background check prior to beginning employment with the Town

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