

# SNOHOMISH COUNTY JOB DESCRIPTION

## PLANS EXAMINER, SENIOR

Spec No. 3201

### BASIC FUNCTION

To serve as a project manager and the senior technical reviewer during the construction plan approval phase of project development.

### STATEMENT OF ESSENTIAL JOB DUTIES

1. Serves as project manager for the construction plan approval phase of project development.
2. Analyzes and prepares drainage basin computer models for identification of stormwater problems and infrastructure design where required.
3. Schedules and participates in public meetings, hearings and council sessions; provides analysis of decisions or needs associated with building and land use actions as required.
4. Evaluates and marks-up or critiques the engineering design and specifications prepared by professional practitioners for site and infrastructure and/or building development for applicable code compliance.
5. Makes site inspections preliminary to review as well as upon completion of project to assure conformance with the requirements.
6. Assesses proposed development plans for environmental impacts and advises the planner preparing the SEPA determination on proposed land development where required.
7. Advises development team and county staff on engineering issues and alternatives related to land and/or building development.
8. Critiques and partners with architects, engineers, consultants, developers, and governmental agencies to approve engineering plans, reports, specifications, and studies related to development.
9. Provides customer service for the department to architects, engineers, developers and public on engineering issues related to development.
10. Participates and coordinates with other team members on development project decisions.
11. Resolves problems related to building construction or site development which includes research of codes, field evaluation, investigation of alternatives, and proposal of solutions.

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### **STATEMENT OF OTHER JOB DUTIES**

12. Attends professional seminars, training and meetings as required.
13. Perform related duties as required.

### **MINIMUM QUALIFICATIONS**

A Bachelor's degree in civil engineering or related field; AND, four (4) years of professional experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

### **PREFERRED QUALIFICATIONS**

A registered Professional Engineer preferred or ICBO certification may be required as a Plans Examiner and as a Building Inspector.

### **SPECIAL REQUIREMENTS**

A valid Washington State Driver's License is required for employment.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- land development practices and procedures
- applicable state and county codes, ordinances, standards and regulations
- engineering techniques, principles and practices related to area of assignment

Ability to:

- understand site related documents such as blueprints, plans and sketches
- critically analyze development and independently identify and define plan deficiencies which do not comply with established laws and standards
- maintain necessary records and prepare required reports
- analyze and interpret special reports and technical data
- establish and maintain effective work relationships with superiors, peers, associated home owners, builders and the general public
- communicate effectively both orally and in writing
- read, learn, interpret and apply work-related ordinances, codes, standards and regulations

### **SUPERVISION**

Employee receives direction from an administrative superior as assigned. The employee plans and carries out successive steps and resolves problems in accordance with instructions,

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policies and accepted practices. The work is reviewed through reports, conferences, meetings and results obtained.

#### WORKING CONDITIONS

The work is performed in the usual office environment with occasional trips to work sites throughout the county.

Snohomish County is an Equal Employment Opportunity (EEO) employer.  
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: January 1997  
Revised: November 2016  
EEO Category: 2 – Professionals  
Pay Grade: 241 – Classified Pay Plan  
Workers Comp: 5306 Non-Hazardous