



DAWSON COUNTY GOVERNMENT  
25 Justice Way, Suite 2233  
Dawsonville, GA 30534

## SENIOR PLAN REVIEWER

DAWSON COUNTY PLANNING AND DEVELOPMENT DEPARTMENT

Full-Time/Hourly/Non-Exempt

### JOB SUMMARY

Coordinates and reviews commercial building plans that interface with various departments to coordinate the plan review process, ensure compliance with local, state and federal building, structural, accessibility and systems codes, policies, rules, regulations, and standards. Receives and coordinates soil and erosion plans for residential lots in accordance with EPD and NRCS standards.

### ESSENTIAL DUTIES

- Reviews proposed construction projects for adherence to established codes, policies, and procedures; reviews and evaluates construction plans and approves or denies non-conforming uses; provides leadership to coordinate plan review information with County staff and departments, to include the Permit Specialist, Fire Marshal Office, Business License, Planning, building, fire and trade inspectors, and other concerned parties; and ensures preparation, reports, and documentation.
- Receives and responds to requests for information, complaints, interpretation of code requirements, and provides technical assistance to architects, engineers, developers and other concerned parties; and attends meetings to discuss plan review procedures and comments.
- Leads the electronic plan review process.
- Provides training and ensures opportunities for training to improve the plan reviewers' technical expertise, and acquire additional certifications and maintaining them.
- Participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; analyzes program requirements and prepares policy recommendations on various County functions and operations pertaining to [residential erosion\\_control](#) regulations.
- Coordinates assigned program activities with those of other County departments and staff as well as federal, state, and local agencies to meet program goals and objectives; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment.
- Meets with state and local regulatory agencies as needed.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields related to area of assignment; incorporates new developments as appropriate.
- Performs related duties as required.

## KNOWLEDGE / SKILLS / ABILITY

### KNOWLEDGE OF:

- Standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs of the plan review processes of the Building Division.
- Commercial Plan Review
- International Code Council (ICC)
- Pertinent federal, state, and local laws, codes, and laws regulating soil erosion control.

### SKILLED IN:

- Microsoft Office
- Verbal and written communication
- Time management, organization, and attention to detail

### ABILITY TO:

- translate technical concepts and terminology in terms understandable to officials and other department heads.
- make decisions based on factual data and specifications

## COMPLEXITY

The work consists of understanding and applying International Code Council (ICC) codes, state and federal laws for the County. The work is done to meet the goals and needs of Dawson County citizens, and the Board of Commissioners

## ADA MINIMUM REQUIREMENTS

### **Scope of Performance:**

Review plans and specifications for commercial, industrial, and residential projects to ensure compliance with the International Code Council (ICC), Dawson County codes and state regulations.

### **Physical Ability:**

The work is typically performed while sitting in an office environment or outside. The ability to work in a variety of outdoor weather conditions is needed. The work is typically performed while sitting, standing, walking, and bending. Must be able to move or carry objects or materials; must be able to lift light and heavy objects, up to 25 pounds occasionally.

### **Environmental Factors:**

The work is performed in a variety of situations both indoor and outdoor and the employee may be exposed to dust, dirt, and machinery with moving parts, debris, and inclement weather. Some work may require the use of protective devices such as mask, goggles, or gloves.

## MANAGEMENT RESPONSIBILITY

Serves in the absence of the Building Official; assists in developing and implements strategic plans, policies and procedures for plan review; makes recommendations regarding process improvements to increase operational efficiency and expedite plan review workflow.

## MINIMUM QUALIFICATIONS

- Bachelor's degree in Architecture, Engineering or a related field required; five years of experience in building design, construction document preparation, plan review, code analysis, building inspections, construction, systems review, or a related field, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Level 1A/1B Certifications desired.
- Must possess or the ability to obtain the Building Plans Examiner certification from the International Code Council (ICC) within 18 months of employment.
- Must possess and maintain a valid Georgia driver's license and have a satisfactory Motor Vehicle Record (MVR)
- Must be able to pass a background check and a drug screen.

I have read the above job description and understand the requirements.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_