



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

BUILDING CODE PLANS REVIEWER II

Job Number: 20000801

Job Code: 32260V230916

Job Group: 3200 - PERSONAL SAFETY AND BUILDING INSP

Job Established: 06/16/1982

Job Revised: 09/16/2023

Grade: 14 Salary (MIN - MID):

\$22,602-\$33,903 - Hourly

\$3,672.84-\$5,509.24 - 37.5 Hr. Monthly Salary

\$3,917.68-\$5,876.52 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months, except as provided in KRS 18A.111.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under the guidance of a Building Codes Technical Advisor/Supervisor, conducts reviews of architectural or engineering structural drawings and specifications to ensure compliance with applicable building codes and referenced standards and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE, TRAINING, OR SKILLS:

Three years of experience in drafting or preparing building construction documents or in the supervision of building construction, or hold a current certificate as a Kentucky Level I, Level II, or Level III Certified Building Inspector and have worked under that certification for one year.

Substitute EDUCATION for EXPERIENCE:

An associate degree in architecture, engineering, architectural technology, drafting and designing technology, fire science technology, engineering technology, building construction technology, or related field will substitute for the above experience, on a year-for-year basis.

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must hold a current certificate for Level I (one), Level II (two) or Level III (three) building inspector issued by the Department of

Housing, Buildings and Construction <https://dhbc.ky.gov> as defined in KRS 198B.090 and 815 KAR 7:070. Must pass one (1) of the required certification exams as defined in 815 KAR 7:070 to achieve level III Certified Building inspector within one (1) year of appointment into this classification. Must complete twelve (12), department approved, Kentucky Inspector Certified Program Continuing Education (<https://www.iccsafe.org/>) unit credits per year. Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this job classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials. <https://apps.legislature.ky.gov/law/statutes/chapter.aspx?id=38087> <https://apps.legislature.ky.gov/law/kar/titles/815/007/070/>

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Under supervision, determines if submitted building plans are state jurisdiction or should be referred to local building inspector. Reviews architectural or engineering drawings to ensure compliance with Kentucky Building Code. Corresponds and consults with design professionals, contractors and owners concerning changes for compliance. Approves release of plans to construction phase. Under supervision, reviews state jurisdiction projects. Works closely with field inspectors to maintain code compliance during construction. Performs research and analysis related to code application of the project. Issues certificates of occupancy on completed projects. Assists field inspectors in determining when a stop work order should be issued. Attends staff meetings and training sessions. Provides assistance in training Plan Reviewer Is. Provides technical assistance and training to local building and fire officials. Drafts plan review documents, prepares project records reports, and processes all related inquiries and correspondence.

UNIQUE PHYSICAL REQUIREMENTS:

Any unique physical requirements necessary to perform the duties of a specific position will be listed on the individual position description, if applicable.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically performed in an office setting.

ADDITIONAL REQUIREMENTS:

Upon employment, employees in this job classification may be required to maintain a valid driver's license and may be required to drive a licensed vehicle. This status may be necessary for the length of time in this job classification. If this is necessary, it will be listed in the specific position description for the position at issue. Applicants and employees in this job classification may be required to submit to a drug- screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

The Commonwealth of Kentucky does not discriminate on the basis of race, color, sex, disability, age, national origin, religion, sexual orientation, gender identity or expression, pregnancy or related medical condition, marital or familial status, ancestry, political affiliation, genetic information, or veteran status in accordance with state and federal laws.