

**CLASSIFICATION SPECIFICATION**  
**LORAIN COUNTY BOARD OF COMMISSIONERS**  
 An Equal Opportunity Employer

**TITLE:** Master Plans Examiner  
**CLASS NO.:**

**JOB RESPONSIBILITIES:** Under general direction, performs plan reviews of residential and commercial/industrial construction project applications to determine compliance with applicable zoning provisions and building codes; performs other related duties as necessary; etc.  
**Performs other related duties as required**

**QUALIFICATIONS (Coursework, training, work experience, or equivalent combination):**

State of Ohio required Architect/Engineering registration.

**LICENSE, CERTIFICATE, OR REGISTRATION REQUIREMENTS:**

Certified by the State of Ohio as a Master Plans Examiner and Residential Plans Examiner, or Interim Certification and successful completion of required examinations within two (2) years; must possess a valid Ohio driver’s license and must be able to qualify for and remain insurable under the County’s vehicle insurance policy.

<b>% OF TIME</b>	<b>ILLUSTRATIVE DUTIES:</b> (The duties listed below are intended to depict tasks performed by this classification.)	<b>KNOWLEDGE, SKILLS, AND ABILITIES:</b> (Minimal necessary to perform duties) [*Indicates developed after employment]
60-65%	1. Examines and reviews plans, specifications, drawings of new buildings, structures and alterations or changes to be made in existing structures of commercial and residential construction; evaluates proposed building plans to ensure that proposed construction complies with building, electrical, plumbing, mechanical, fire, environmental, flood hazard, energy, handicap requirements and related codes; etc.	1. <b>Knowledge of</b> (a) laws, rules and regulations regulating the operation of the County Building Department, (b) office practices and procedures, (c) departmental policies and procedure, (d) Ohio Building Codes/Residential Codes of Ohio, (e) Ohio Zoning Laws, (f) customer service techniques; <b>ability to</b> (g) deal with problems involving several variables within familiar context, (h) define problems, collect data, establish facts, and draw valid conclusions, (i) understand, interpret, and apply laws, rules, or regulations to specific situations, (j) communicate effectively, (l) develop and maintain effective working relationships, (m) exercise independent judgment and

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15-20%	2. Researches codes and ordinances; researches problems and complaints regarding commercial and residential buildings, building construction and code compliance; responds to complex and sensitive building issues regarding complaints involving commercial and residential buildings, building construction and code compliance; etc.	1. (continued) discretion, (n) maintains records according to established procedures, (o) travel to and gain access to worksite, (p) interpret extensive variety of technical material in books, journals & manuals, (q) maintain records according to established procedures; <b>skill in</b> the operation of (r) computer, (s) calculator, (t) digital imaging equipment.  2. <b>Knowledge of</b> (a), (d), (e); <b>ability to</b> (g), (h), (i), (m), (n), (p).
5-10%	3. Explains, interprets and provides guidance regarding applicable Commercial and Residential Building Codes requirements for design professionals, architects, engineers, developers, property owners, contractors and other interested parties; etc.	3. <b>Knowledge of</b> (a), (b), (c), (d), (e), (f); <b>ability to</b> (g), (h), (i), (m), (n), (p); <b>skill in</b> (m), (n).
5-10%	4. May conduct or participate in meetings with property owners and developers and explain in common terms and procedures; responds in person, by telephone,	4. <b>Knowledge of</b> (a), (b), (c), (g); <b>ability to</b> (g), (h), (i), (j), (l), (m), (o), (p), (q); <b>skill in</b> (r).

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10-20%	<p>4. (continued) or in writing to provide information to homeowners, building contractors, and construction personnel regarding codes and procedures; researches code information and interprets codes; discusses application procedures and review construction plans with builders, developers, and general public; assists the public by providing information on all applicable zoning provisions and procedures and provide referrals to the proper agencies.</p> <p>5. Performs a variety of clerical duties to assist with office operations; operates a variety of office equipment; types, files, answers telephones; operates a computer terminal to retrieve information; receives and distributes mail; orders and inventories office supplies;</p> <p>6. In absence of, or at the direction of management or the County Administrator opens or closes office.</p>	<p>5. <b>Knowledge of</b> (a), (b), (c), (d); <b>ability to</b> (g), (h), (j), (l), (p), (q).</p> <p>6. <b>Knowledge of</b> (a), (b), (c).</p>

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