

JOB CLASS SPECIFICATION

PART TIME PLAN REVIEWER

DATE UPDATED: 6-12-2026

DEPARTMENT: Building Code Administration
REPORTS TO: Chief Building Official
SALARY LEVEL: Grade 4
PREPARED BY: Gary Forsyth II, Chief Building Official
APPROVED BY: Josh Wice, Executive Director

Summary:

Planning & Development Services of Kenton County is dedicated to leading communities and striving to foster growth and prosperity within our community by providing the highest quality service to our customers. We enhance the quality of life through safety and protection of our community, creative planning, and deliberate guidance towards principled goals.

The Building Code Administration Department is responsible for reviewing all proposed building-related projects and their compliance with the Uniform Building Code as set forth by the Department of Housing, Buildings and Construction. The Building Codes regulate all items relating to the built environment including but not limited to new and renovated buildings, repair/replacement of equipment, fire protection systems, mechanical systems, etc. The primary responsibility of the department is to ensure the minimum/maximum requirements to provide a reasonable level of safety, public health, and general welfare through structural strength, means of egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and safety to life and property from fire and other hazards attributed to the building environment.

As a key member of the Building Codes Administration team, the primary job function of the Part-Time Plan Reviewer is to perform timely and accurate review of submitted construction drawings, including nonstructural, structural, mechanical, and fire prevention system plans, in compliance with the Kentucky Building Code and Kentucky Residential Code, under the supervision of the Chief Building Official.

Qualifications, Duties and Responsibilities:

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating PDS' Core Values and Mission Statement. Employees are expected to lead by example and demonstrate the highest level of ethics.

Positions in this Classification are authorized and expected to:

- Ability to read and interpret construction documents such as, but not limited to, construction drawings, mechanical drawings, fire safety drawings, structural drawings, and construction specification manuals.
- This individual shall be certified to review structures from single family dwellings and their accessories to large commercial structures. This individual shall pass ICC tests B1, M1, B2, B3, and M3 for a Level III inspector as set forth in 815 KAR 7:070.
- Other preferred certifications include: Residential Energy Inspector/Plans Examiner (79), Commercial Energy Inspector (77), Commercial Energy Plans Examiner (78), and Accessibility Inspector/Plans Examiner (21).
- Plan Reviewers in this grade classification shall be qualified/certified to perform all functions related to the enforcement of the Kentucky Building Code and Kentucky Residential Code. A building inspector, Level III, shall be qualified to do the following for ALL buildings regardless of size or occupancy type:
 - Issue permits;
 - Review and approve construction documents;
 - Conduct on-site inspections;
 - Issue compliance letters and certificates of occupancy;
- Work collaboratively with Contractors and Local/State Governmental Agencies;
- Maintain permit records (such as plan review notes, completion forms, etc.) in an orderly and easily accessible manner;
- Review geotechnical reports, structural evaluations, records of completion forms, and other documents;
- Review construction documents for conformance to the Kentucky Building and Residential Code and its referenced standards;
- Meet with Customers on an as-needed basis to answer any Customer Service needs;
- Must have the ability to write technical memos, documents, and reports;
- Other duties may be assigned on an as-needed basis.

MINIMUM REQUIREMENTS**Education & Experience:**

This position must have or be able to obtain a Building Inspector, Level III certification through the Kentucky Certified Building Inspector Program within 30 DAYS of the applicants start date.

Special Requirements:

Employees in this Job Class Specification must possess a valid driver's license prior to appointment. Employees in this Job Class Specification must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. PDS is responsible for verifying the employee possesses and maintains required licensure(s), certification(s), or other credentials. Enforcement of the building codes has the potential to be a heated topic. Employees with this job classification must be able to deal with a wide variety of personalities in a varying degree of situations.

Typical Working Conditions:

While performing the duties of this job, the employee is regularly required to talk or listen. Work is typically performed in an office environment or remotely. On-site evaluations may be required with transportation provided by PDS staff.

PROBATIONARY PERIOD

This job has an initial and promotional probationary period of six (6) months.

ADDITIONAL REQUIREMENTS

Upon hiring, employees in this Job Class Specification may be required to maintain a valid driver's license. This status will be necessary for the length of time in this class. Applicants and employees in this Job Class Specification may be required to submit to a drug screening test and background check.

Salary:

Grade 4 of PDS Pay Scale. 20-30 hours per week. \$35-\$45/hr. The FLSA Status for this position is non-exempt.