

# City of Madison

## Job Description



**Title: Engineering Plans Examiner**

**Department: Engineering**

**FLSA Status: Non-Exempt**

**Pay Grade: 110**

**New Position  Position Change  Effective Date 1/12/2026**

*The following information is designed to outline the functions and position requirements of this job. It does not identify all tasks that may be expected, nor address the performance standards that must be maintained.*

### **General Position Summary:**

This position is responsible for reviewing and evaluating construction plans, permit applications, and related documents to ensure compliance with applicable municipal codes, zoning regulations, building standards, and state and federal requirements. This position provides technical guidance to architects, engineers, contractors, developers, and the public, ensuring that proposed projects meet City regulatory standards before permits are issued. The Engineering Plans Examiner collaborates with building inspection, zoning, engineering, fire, and planning staff to support efficient permitting processes and consistent code enforcement. Work includes interpreting codes, identifying deficiencies, recommending corrective actions, and maintaining accurate records of plan reviews. Incumbent may also assume a role in the reviewing of other areas (e.g., grading, sediment/erosion control, ADEM compliance). The role requires strong analytical skills, attention to detail, effective communication, and a commitment to supporting safe and sustainable community development.

### **Essential Functions/Major Responsibilities:**

- Reviews construction plans and permit applications for residential, commercial, and industrial projects to ensure compliance with municipal building codes, zoning ordinances, land-use regulations, and applicable state and federal laws
- Communicates plan review findings to architects, engineers, designers, contractors, developers, and property owners, providing clear guidance on required revisions and compliance measures.
- Coordinates with internal departments, including Building Inspection, Code Enforcement, Planning/Zoning, Engineering, and Fire Services—to ensure consistency and accuracy in the permitting and review process.
- Issues written review comments, approvals, and conditions, maintaining proper documentation and electronic records within the permitting system.
- Provides technical assistance to staff, applicants, and the public regarding code requirements, permit procedures, and construction standards.
- Conducts follow-up reviews to verify that corrections have been made and that final plans meet all regulatory requirements.
- Participates in pre-application or pre-construction meetings to guide applicants through code requirements and permitting expectations.

- Stays current with building codes and industry standards through ongoing training, certification maintenance, and review of updates to local and national codes.
- Supports field inspectors by clarifying plan details, resolving discrepancies, and confirming that construction activities align with approved plans.
- Prepares reports and maintain accurate records of plan reviews, approvals, and communications for audit, legal, and administrative purposes.
- Assists in the development or update of local amendments, policies, and procedures related to plan review, permitting, and building safety.
- Responds to drainage complaints & flooding incidents, and coordinate with Public Works & Engineering personnel to evaluate the concerns and propose solutions.
- Assists with the review and approval of FEMA Elevation Certificates
- Assists with the review of FEMA LOMR applications

**Secondary Functions:**

- Performs other related duties as assigned.

**Job Scope:**

- Work is performed under the general direction of the Department Head or designee
- Makes recommendations based on federal, state and local law, best practices and city goals and objectives.
- Guidelines are generally clear and specific but may require some interpretation in application.

**Supervisory Responsibility:**

None.

**Interpersonal Contacts:**

- Must establish and maintain effective working relationships with State agencies, Mayor, City Council, City personnel, GIS professionals, engineers, surveyors, utility personnel, school personnel, equipment professionals, and members of the general public for the purpose of giving or exchanging information and providing services.

**Knowledge, Skills, and Abilities:**

- Knowledge of and ability to apply municipal building codes, zoning ordinances, land-use regulations, and relevant state and federal construction standards consistently across a wide range of projects.
- Knowledge of plan review procedures, permitting processes, and documentation requirements within a municipal regulatory environment.
- Knowledge of building construction methods, materials, engineering principles, and industry best practices.
- Knowledge of ACAD and GIS software with ability to perform basic functions like navigate or interpret electronic maps or drawings
- Knowledge of and skilled in using digital plan review platforms, permitting software, technical reference materials and office technology to process and track applications.

- Skill in interpreting architectural, structural, civil, mechanical, electrical, and plumbing drawings and specifications.
- Skill in analyzing complex technical documents to identify deficiencies, safety concerns, and code violations.
- Skill in effective verbal and written communication when providing guidance to applicants, contractors, and design professionals.
- Skill in managing multiple plan review assignments, meeting deadlines, and maintaining accuracy under time constraints.
- Ability to exercise sound judgment and make defensible decisions regarding code interpretation and compliance.
- Knowledge of best management practices (BMPs) for stormwater pollution prevention and control.
- Knowledge of federal, state, and local stormwater regulations, including the Clean Water Act, NPDES, and MS4 permitting requirements.
- Ability to collaborate with internal departments and resolve technical issues in a professional and timely manner.
- Ability to explain complex code requirements clearly to individuals with varying levels of technical knowledge.
- Ability to stay current with code updates, industry trends, and continuing education requirements.

**Education and/or Experience:**

- Bachelor's degree in Architecture, Engineering, Construction Management, or related field.
- Two years of professional experience preferred.
- Obtain or maintain Certified Floodplain Manager (CFM) (or able to obtain within first 10 months of employment)
- ACAD experience preferred.

**Additional Requirements:**

- Strong background record required due to accessibility to city property and private property and interaction with public.
- Must maintain a strong driving record for city insurance purpose and record may be periodically checked by the city.
- Demonstration of a high level of judgement and discretion required for maintaining confidential and sensitive information.

**Job Conditions:**

- Normal office working conditions plus working outside in various weather conditions and terrain.
- Must be able to work occasional extended hours

**Physical Capabilities:**

- This position's physical requirements involve light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Must be able to inspect construction projects, drainage problems, and citizen complaints.

- Mobility to occasionally inspect and work in various terrains, including ditches and pipe systems.
- Work is performed while intermittently sitting, standing, kneeling, stooping, crawling, twisting, walking, bending, or crouching.
- The employee may be exposed to noise, dust, dirt, grease and occasional hot and cold temperatures or inclement weather.
- Ability to drive and travel to different sites.
- Must be able to work on computer, sometimes for a long period of time.

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**Mayor Approval, Date**

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**Department Head Approval, Date**