



**NORTH DAKOTA  
CLASS DESCRIPTION**

ND Human Resource Management Services  
Phone: (701) 328-3290

Class Code(s): 2047

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**HEALTH CARE FACILITY PLANS REVIEWER**

GRADE K

**SCOPE OF WORK:**

Work involves the review of construction plans and/or specifications and on-site inspections of health care facility construction to determine compliance with applicable fire code and construction standards.

**DUTIES PERFORMED:**

- Review plans and/or specifications of construction, remodeling, and/or renovation and evaluate compliance with construction rules and standards; approve the final construction plans or specifications.
- Coordinate and conduct conferences with outside entities regarding the remodeling, renovation, modification, and addition to health care facilities.
- Prepare required reports and correspondence.
- Identify problems, review changes, and monitor the resolution of issues.
- Conduct inspections of construction, renovation, and remodeling of health care facilities to maintain compliance with state constructions standards.
- Prepare forms, checklists, floor plans, notes, etc to use during onsite inspections.
- Interview architects, engineers, managers, contractors, and facility staff.
- Review records, reports, specifications, permits, and other pertinent documents to assist in determining compliance with the construction standards.
- Compile a list of deficiencies and potential deficiencies and review plans of corrective action with architects, engineers, construction managers, contractors, and facility staff.
- Conduct follow-up inspections to ensure implementation of corrective action.
- Interpret construction standards and answer questions.

**NOTE:** The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

**MINIMUM QUALIFICATIONS:**

Requires an associate degree in engineering, architecture, architectural drafting and estimating technology, building construction technology, construction management technology, drafting, mathematics or a closely related degree and six years of

construction-related work experience that included plan reading and building systems or fire code compliance in commercial, government or private establishments. College level coursework in fire science, engineering, architecture or a closely related field may substitute for up to two years of the required work experience on a year-for-year basis.

Eff. Date: 09/09

Rev: 07/12 – Conversion to Hay System