**Plans Examiner I**

Lake Havasu City, AZ, United States

**Job Description**

***\*PLANS EXAMINER 1\****

Lake Havasu City, AZ

**Closing Date: Open until Filled**

**Job Title: Plans Examiner I - OTF25-105**

**Salary: $27.13 - $39.61/Hourly; DOQ**

**\*Trainee Salary: $24.42 Hourly**

**FLSA Status: Non-Exempt**

**Grade: GN15**

**Department: Development Services Department/Building Division**

**TO BE CONSIDERED FOR THIS POSITION:** Complete an online application. Resumes in lieu of application will not receive consideration. Please attach certifications.

**INITIAL APPLICATION REVIEW WILL TAKE PLACE TWO WEEKS AFTER OPEN. INTERESTED CANDIDATES ARE ENCOURAGED TO APPLY AS SOON AS POSSIBLE. ADDITIONAL APPLICATION REVIEW WILL ONLY BE CONDUCTED IF NECESSARY.**

**JOB DESCRIPTION:**

Performs intermediate skilled technical work performing residential building plan reviews to ensure compliance with the City codes, policies, and procedures, reviewing and interpreting building and structural construction documents and reports, performing site inspections, coordinating plan reviews with other City departments, and related work as apparent or assigned. Work is performed under the limited supervision of the Building Official.

**The ideal candidate is an effective team player who combines technical expertise with superb communication skills in order to provide excellent customer service. They will be knowledgeable in various construction trades and will possess all or any combination of education, experience, training, and certification that would enhance their ability to perform the essential duties of the position within the Building Division.**

**MINIMUM QUALIFICATIONS:**

Associates/Technical degree with coursework in building construction, or related field and moderate experience in plan checking or building construction, or equivalent combination of education and experience.

**SPECIAL REQUIREMENTS:**

Possession of Building Plans Examiner Certification or Residential Plans Examiner Certification issued by the International Code Council (ICC) at hire.

Must meet and maintain all training and education requirements for the position.

Valid Driver License of appropriate class.

**ESSENTIAL FUNCTIONS:**

Thorough knowledge of the laws, policies and procedures, and other regulations related to building inspection and construction; thorough knowledge of municipal land use, development ordinances, real estate development, zoning regulations, subdivision regulations, building codes, other construction related ordinances, and other related City rules and procedures; thorough knowledge of planning disciplines; general knowledge of theory, principals, and practices of community development.

Skill in the use of personal computers, associated software, hardware, and peripheral equipment; skill in planning and technical writing; skill in building and housing inspections and making appropriate recommendations; skill in analytical, quantitative, problem-solving, organization, and time-management; skill in preparing reports and general correspondence.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to identify and respond to defects and inadequacies and participate in the planning of corrections and requirements; ability to work on several projects/issues at once, manage projects effectively and meet firm deadlines; ability to prepare and present verbal and written reports clearly and concisely; ability to research and collect and organize data; ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems; ability to communicate effectively in oral and written form; ability to deal courteously and effectively with the public; ability to work with diverse groups of people, responding thoughtfully to concerns; ability to establish and maintain effective working relationships with associates, supervisors, property owners, contractors, City officials, vendors, outside agencies, architects, engineers, real-estate agents, drafters, other departments, and the general public.  
  
**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

This work requires the occasional exertion of up to 25 pounds of force; work occasionally requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. library, private offices).

Applicants for employment opportunities should be aware of the Lake Havasu City policies concerning the use of drugs and alcohol. These policies have not been altered by the passage of Proposition 207. The use of recreational marijuana is a violation of the City's Drug Free Workplace Policy. All positions within the City are required to submit to a pre-employment drug test. A positive result for drugs tested under the policy, including recreational marijuana, may be grounds for withdrawal of an offer of employment.