



City of Surprise
PLANS EXAMINER I

SALARY	\$30.66 - \$46.01 Hourly	LOCATION	Surprise, AZ
JOB TYPE	Full-Time Regular	JOB NUMBER	25-00019
DEPARTMENT	COMMUNITY DEVELOPMENT	OPENING DATE	07/11/2024
CLOSING DATE	Continuous		

***** First Review of Applications will be July 18, 2024 *****

Are you passionate about ensuring the safety and compliance of residential structures while contributing to a vibrant and thriving community? The role of a Plans Examiner I in our Community Development Department might be the perfect fit for you!

As a Plans Examiner, you'll play a crucial role in shaping the landscape of our city, ensuring that construction plans adhere to applicable building codes and guidelines. Your technical expertise will be vital in conducting thorough reviews of residential and routine construction plans, providing valuable insights through detailed comments, and upholding the highest standards of safety and compliance.

Our ideal candidate possesses a keen understanding of customer service principles and is adept at translating complex codes and regulations into clear, understandable explanations for architects, contractors, and the public. You'll be a key player in maintaining a customer service culture, acting as a bridge between the public and various city departments.

Your responsibilities will involve not only technical plan reviews but also fostering a culture of professionalism, inclusivity, and superior customer service. You will have the opportunity to develop respectful working relationships that contribute to a sense of belonging for all employees and community members.

To succeed in this role, you should bring a combination of knowledge, skills, and abilities, including proficiency in using computer applications, familiarity with engineering and architectural tools, and the ability to work effectively both independently and as part of a collaborative team. Your commitment to continuous learning and staying updated on the latest building codes will be essential.

If you are someone who takes pride in promoting safety, ensuring compliance, and contributing to the growth and development of a community, we invite you to join our dynamic team. A high school diploma or GED, coupled with two years of experience in construction, building inspection, plan review, or building trades, will pave the way for your success in this role.

Join us in making a positive impact on our community's development, and let's build a safer, more resilient future

together! Apply now to embark on a rewarding journey as a Plans Examiner I in our Community Development Department.

SUMMARY

Incumbents perform residential and routine plan review, applying knowledge in multiple areas of applicable building codes. Incumbents must be able to: generate basic correspondence and review comments; review and process applications for permit revision or modification; and effectively explain codes, policies processes procedures to architects, contractors and the public in person, by phone or via written correspondence. Incumbents are responsible to reinforce the customer service culture and may act as a liaison between the public and other City departments.

EDUCATION and/or EXPERIENCE

High School Diploma or GED, and two years' experience in construction, building inspection, plan review, or building trades sufficient to successfully perform the essential duties of the job as those listed in the job description. Additional education cannot be substituted for experience.

CERTIFICATIONS, LICENSES, REGISTRATIONS

None

PREFERRED CERTIFICATIONS, LICENSES, REGISTRATIONS

International Code Council (ICC) Residential Plans Examiner (R3), or other ICC-issued certifications, related to area of assignment.

SELECTION PROCESS

Applicants whose education, training and experience most closely meet the needs of the position may be invited to participate in a selection process to include a panel interview.

Successful candidates will receive a post-offer, pre-employment background screening to include:

- Fingerprinting
- Criminal Background screening
- E-Verify

To view the full job description, including work environment and physical demands, click [**HERE**](#)

The City of Surprise is an EEO/ADA reasonable accommodation employer.

Come work with the City of Surprise!



Agency

City of Surprise

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16000 N. Civic Center Plaza

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Phone

623.222.3500

Website

<http://www.surpriseaz.gov>

PLANS EXAMINER I Supplemental Questionnaire

***QUESTION 1**

I understand all criminal convictions (felonies and/or misdemeanors including DUIs) that occurred as an adult (age 18 or older) must be disclosed when answering Question 7 and disclosed in full detail in Question 8 in the Agency-Wide Questions section of this application. I also understand my failure to disclose a conviction as outlined in Question 8 may be grounds for elimination of further consideration and/or a job offer to be rescinded.

I acknowledge the above statement.

***QUESTION 2**

Are you legally authorized to work in the United States?

Yes

No