



**CITY OF PRESCOTT
ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY
PLANS EXAMINER**

**Pay Grade: 62 Pay Range: \$19.43 to \$27.20 per hour plus benefits
New employees usually start at beginning level of pay range.
FLSA Status: Non exempt – eligible for overtime**

Special Requirements: Must possess certification from the International Code Council as a Plans Examiner and/or Building Inspector or the ability to obtain Plans Examiner certification within six (6) months of hire. Must possess and maintain a valid Arizona driver's license and pass pre-employment drug test.

Qualifications: Education and/or experience equivalent to three (3) years full time journey level construction, building inspection, or closely related work; OR an Associate's Degree in Construction Management, Architecture, Engineering or closely related field may substitute for two (2) years of the required experience.

Tasks:

- Reviews commercial and residential construction blueprints, drawings, plans and specifications for compliance with building, electrical, mechanical and plumbing codes; coordinates with other City units including the Fire Department to insure plans are reviewed for compliance with fire, zoning, and other building codes; tracks plans at various stages of the review/approval process.
- Performs field inspections of structures and work sites; computes plan check fees based on occupancy, square footage, valuation; corresponds with building owners and/or architects regarding progress of the approval process; consults with engineers, architects and contractors to interpret and explain building codes; provides suggestions to customers regarding ways to meet building codes.

Knowledges, Skills, and Other Characteristics:

- Knowledge of Federal, State, and City of Prescott rules, regulations, policies, procedures, codes, and ordinances related to building inspection and construction.
- Knowledge of a variety of computer software, including word processing, database and spreadsheet applications.
- Skill in reviewing construction blueprints, drawings, plans and specifications.
- Skill in tracking plans at various stages of the review/approval process.
- Skill in interpreting and explaining building codes.
- Skill in performing building inspections.
- Skill in written communications for administrative and technical purposes.
- Skill in oral communication in one-on-one and group situations.
- Skill in utilizing public relations techniques in responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials and City residents.

Physical and Visual Ability: sufficient to effectively and safely perform required duties and to safely operate required equipment and city vehicle as needed.

Hearing and Speaking Ability: sufficient to clearly, concisely and effectively communicate in person and over the telephone.

Applicant must be free from mental disorders that would interfere with performance of duties as described.

Applications must be received by 5:00 PM January 9, 2006

Send application/resume to:

City of Prescott, Human Resources, 201 S. Cortez St., Prescott AZ 86303
(928) 777-1315 (800) 748-6205 TDD (928) 777-1100 Fax: (928) 777-1213

Email: personnel@cityofprescott.net **Visit our website at** www.cityofprescott.net **Job Hotline:** (928) 777-1280

EEO/M/F/V/H/D/NSE

Posted: December 5, 2005

Para oportunidades de empleo con la Ciudad de Prescott, favor de llamar 928-777-1279.

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MAJOR BENEFITS FOR A FULL-TIME REGULAR EMPLOYEES: Twelve days annual paid vacation; Ten paid holidays; Paid sick leave; Paid employee health and life insurance; Retirement benefits; Deferred Compensation Plan; Social Security benefits; other optional benefits. PROBATION: An established probationary period must be satisfactorily served by each employee. NOTE: When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the selection process.