CITY OF WESTERVILLE  
Department of Human Resources  
21 S. State Street  
Westerville, OH 43081  
http://www.westerville.org  

INVITES APPLICATIONS FOR THE POSITION OF:  
Plans Examiner  

An Equal Opportunity Employer

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<td>$35.30 - $53.00 Hourly</td>
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OPENING DATE: 12/12/18  
CLOSING DATE: Continuous

THE POSITION

Are you the Leader; Innovator; Collaborator we're looking for?  
Here's your chance to be an integral part of a leading Central Ohio community as its resident expert. There's plenty of opportunity to exercise code knowledge and people skills to impact future development. Opportunity for future advancement.

This is responsible professional work reviewing applications for commercial building permits to determine compliance with City ordinances and the Ohio Building Code, recommending actions to the Chief Building Official, and coordinating review activities with other department/divisional staff. Work involves providing information and assisting property owners, business owners, architects, and engineers concerning the proper application of the various building codes and reference standards.

SUPERVISION

Work is performed under the general direction of the Chief Building Official. Work is reviewed through performance appraisals, meetings, reports, and analysis of results obtained.

ESSENTIAL FUNCTIONS OF WORK

Review applications for commercial building permits to determine compliance with City ordinances and the Ohio Building Code.

Recommends actions to the Chief Building Official.

Coordinates review activities with the engineering, zoning, fire department, and other department/divisional staff.

Creates and maintains written records and documentation of plans examinations, devising correspondence, completing forms, checklists, and certificates of plan approval.

Works closely with inspectors and fire prevention personnel providing assistance, responding to inquiries, and accepting feedback or input regarding their plans examinations. This may include occasional visits to construction sites.

Meets with permit applicants, property owners, business owners, contractors, architects, and engineers regarding permit applications; providing guidance and interpretation on the proper application of the various codes and reference standards.

Provides guidance and expertise to clerical staff inquiries regarding permit applications, general questions, and the status of construction projects.

Calculates and verifies various permit fees based upon an approved fee schedule.

Attends meetings and State of Ohio adjudication hearings.
Attends training sessions, conferences, and continuing education classes to keep abreast of code changes, industry changes, and to maintain a valid certification as a Master Plans Examiner.

Possession of a Bachelor’s Degree in architecture or equivalent combination of training and a minimum of 5 years experience in commercial plan review or other related field; which would provide the necessary knowledge, abilities and skills.

Possession of a State of Ohio certification as a Master Plans Examiner issued by the Ohio Board of Building Standards.

**MINIMUM REQUIREMENTS OF WORK** Ability to read and understand construction documents and determine if the documents are in compliance the various codes, standards, and reference documents.

Knowledge and understanding of architectural / engineering practices, construction materials, construction methods, and electrical, hvac, and plumbing systems.

Ability to communicate effectively, orally and in written form.

Ability to use a personal computer and the ability to learn and become proficient in a variety of software programs related to building department functions.

Ability to lift and move objects up to 25 pounds.

Ability to traverse various terrains and construction sites.

State of Ohio certification as a Master Plans Examiner issued by the Ohio Board of Building Standards.

Possession of a valid Ohio Driver's License free from excessive moving violations.

ONLY ONLINE APPLICATION COMPLETED AT:  
http://www.westerville.org ARE ACCEPTED

**Plans Examiners Supplemental Questionnaire**

1. Do you possess a State of Ohio certification as a Master Plans Examiner issued by the Ohio Board of Building Standards?
   - [ ] Yes  
   - [ ] No

2. Do you have a Bachelor’s degree in architecture or equivalent combination of training plus a minimum 5 years’ experience in commercial plan review or other related field as required for this job?
   - [ ] Yes  
   - [ ] No

3. If you are currently working on qualifications to obtain a master plans examiner certification within 12 months, please detail here what qualifications or certifications you have and which you are in the process of obtaining.

4. Are you a registered Professional Engineer in the state of Ohio?
   - [ ] Yes  
   - [ ] No

5. Do you have experience in reading and understanding construction documents and determine if the documents are in compliance with various codes, standards and reference documents?
   - [ ] Yes  
   - [ ] No
6. This position requires that you be able to work outdoors in adverse weather, traversing rough terrain. Are you capable of performing these essential functions?

☐ Yes  ☐ No

7. This position requires the lifting and/or carrying of heavy objects. Are you able to lift and/or carry 25 pounds along with the other duties required for this position?

☐ Yes  ☐ No

8. Your work days will be Monday through Friday from 7:00 AM to 4:00 PM. Are you able to work this schedule?

☐ Yes  ☐ No

* Required Question