Job Title: Master Plans Examiner

Job Description: Responsible for reviewing building plans and other related plans and specifications for commercial and residential structures to determine conformance with governing codes, requirements and relevant ordinances. Reviews and processes applications for permits to alter existing building or to erect new buildings, reviews project layout drawings or approved plans, responds and provides information to property owners, architects, contractors and others concerning building plans and other related problems, initiates correspondences such a plan approval letters or correction letters and consults with architects and engineers on preliminary reviews on new building plans to ensure conformance.

The City of Columbus offers an excellent benefit package which includes:

- Competitive salaries
- Comprehensive health benefits
- Defined retirement benefits
- Job satisfaction
- Work / life balance

Minimum Qualifications: Possession of a valid State of Ohio Certificate of Competency as a Master Plans Examiner, valid State of Ohio certification as a Residential Plans Examiner (or Residential Building Official), and possession of a valid professional registration as an architect or engineer. Substitution: A letter of interim approval as a Master Plans Examiner from the State of Ohio may substitute for the above referenced certifications. When the letter of interim approval is substituted, a valid State of Ohio Certificate as a Master Plans Examiner and residential Plans Examiner must be obtained by the end of the probationary period.

Salary: Negotiable
Hours of Work: Negotiable

Please forward your resume to:

Department of Building & Zoning Services
ATTN: Linda Guyton, Human Resources Officer
111, N. Front Street
Columbus, OH 43215

LKGuyton@columbus.gov
614-645-7898