EMPLOYMENT OPPORTUNITY

To be posted by 12:00 Noon, Monday, March 2, 2020
Deadline to submit interest is 4:00 p.m., Friday, March 13, 2020

The City of Stow is now accepting applications and resumes from qualified individuals who are interested in being considered for the full-time position of Plans Examiner in the Building Department.

POSITION TITLE
Plans Examiner
Building Department

PAY SCALE
$25.99 per hour ~ $34.37 per hour

POSITION DESCRIPTIONS: The complete position description is attached to this posting.

RESIDENCY: Applicants are not required to be a resident of the City of Stow to be eligible for appointment.

TESTING: Applicants will be evaluated by the City of Stow based upon their ability to meet qualifications specified in the position description as determined from information accumulated from any required documents, interview(s), background and reference checks and required job-related test(s) which may include a personality profile review. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. Candidates may be subject to a physical examination or other applicable test(s) depending upon the physical demands and working conditions of the position.

HOW TO APPLY: City of Stow applications, with resumes, for this position may be deposited in the employment application box at Stow City Hall, 3760 Darrow Road, Stow, Ohio 44224, between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, or mailed to Nicholas A. Wren, Chief of Staff/Director of Public Service, at the same address. The employment application box is located in the lobby of Stow City Hall. All applications must be received by no later than the deadline listed above.

ADDITIONAL INFORMATION: Any inquiries regarding the information on this posting should be directed to Nicholas A. Wren, Chief of Staff/Director of Public Service, at (330) 689-2824.

POSTINGS: It is mandatory that this notice be posted in a conspicuous place in the following City of Stow municipal buildings: City Hall Employment Board, Safety Building, Fire Station 2, Fire Station 3, Service Center, and Fox Den Golf Course.

The City of Stow is an Equal Employment Opportunity Employer
PLANS EXAMINER

DEPARTMENT: PUBLIC SERVICE

DIVISION: BUILDING

SUPERVISION RECEIVED: Works under the supervision of the City Engineer and Chief Building Official.

SUPERVISION EXERCISED: Exercises supervision over full and part-time Building Inspectors.

POSITION CLASSIFICATIONS: The position of Plans Examiner in the City of Stow is classified by the Stow Municipal Civil Service Commission, is Exempt under the Fair Labor Standards Act and is not included in a collective bargaining agreement.

PURPOSE: Performs a variety of routine and complex technical work in the review and approval of building plans.

ESSENTIAL FUNCTIONS:

1. Explain, interpret and provide guidance regarding applicable codes to architects, engineers, contractors, developers, owners and other interested parties; answer questions regarding building codes and requirements.

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

3. Create and maintain written records and documentation of plans examinations, devising correspondence, completing forms, checklists, and certificates of plan approval.

4. Review and evaluate proposed building plans and specifications blueprints to ensure that proposed construction complies with building, electrical, plumbing, mechanical, fire, environmental, flood hazard, design, energy, barrier free requirements and clearing, grading, filling and related codes.

5. Coordinate activities with building official, inspectors, planners, engineers, Stow Fire Department and other agency staff.

6. Perform research on codes and ordinances, as assigned, to evaluate and recommend improvements to said codes and ordinances.
7. Meet with permit applicants, property owners, business owners, contractors, architects, and engineers regarding permit applications; providing guidance and interpretation of the proper application of the various codes and reference standards.

8. Provide guidance and expertise to clerical staff’s inquiries regarding permit applications, general questions, and the status of construction projects.

9. Resolve complex and sensitive customer service issues either personally, by telephone or in writing.

10. Maintain records and documents of customer service issues and resolutions.

11. Coordinate plan reviews, inspections and enforcement actions.

12. Maintain complete and accurate records of approved plans.

13. Assist in the planning and design of internal building projects.

14. Perform the duties of a building inspector, as required.

15. Attend training sessions, conferences, and continuing education classes to keep up-to-date with code changes, and to maintain a valid certification as a Master Plans Examiner.

16. Regular, reliable, predictable, and punctual attendance is an essential function of the position. (This is due to the fact that employees work as part of a team, and that there are a limited number of employees available to perform numerous tasks critical to meeting the efficient and effective delivery of statutory services to the public, and/or among whom the responsibilities to perform those numerous tasks can be distributed.)

17. Compliance with all City of Stow citywide and departmental policies, work rules and procedures.

18. Perform other duties related to those of the position and/or resulting from the needs of the organization.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them if the work is similar, related or a logical assignment to the position.

QUALIFICATIONS:

1. Must have graduated from an accredited four-year college or university with a degree in civil engineering or architecture and possess a minimum of five (5) years of experience in construction code enforcement, construction plan review, or related field which would provide the necessary knowledge, abilities and skills.

2. Must possess thorough knowledge of uniform building codes and electrical codes, plumbing codes, mechanical codes, general construction codes and carpentry.

3. Must have working knowledge of electrical, carpentry, concrete, mechanical, or plumbing work and skill in applying knowledge of national uniform building codes.
4. Must possess considerable skill in operating the listed tools and equipment.
5. Must have the ability to establish effective working relationships and communicate effectively, both orally and in writing, with City employees and officials and the general public.
6. Must possess the ability to read and understand complicated plans and blueprints.
7. Must possess and maintain a valid State of Ohio Driver's License throughout the term of employment.
8. Must possess State of Ohio certification as a Master Plans Examiner issued by the Ohio Board of Building Standards.
10. Must have the ability to obtain a Class I Chief Building Certificate.
11. Must have the ability to establish and maintain effective working relationships and communicate effectively, both orally and in writing, with City employees and officials and the general public.

**TOOLS AND EQUIPMENT:** Tools and equipment used in the performance of this position include, but are not limited to, the following: personal computer, including word processing and permitting software; calculator; pencil; ruler; copy machine; and phone; automobile.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands and fingers to handle and operate objects, tools or controls; and reach with hands and arms. The employee is frequently required to sit.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet in the office and moderate to loud in the field.