



Job Posting

Plans Examiner II

Millcreek

Salary: \$24.00/hour - \$34.00/hour
Benefits: Competitive Benefit Package
Status: Full-time
Posted: March 12, 2018
Closes: March 23, 2018

Millcreek, Utah's newest city is hiring a Plans Examiner II to work under the direction of the Building Official. The Plans Examiner will be responsible for assuring compliance with provisions of the municipal code pertaining to violations of building code through plan review and building inspections.

Key Responsibilities:

- Perform a variety of full performance technical duties as needed to assure building plan compliance with local uniform building and zoning codes
- Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach
- Receive and examine building plans for compliance with uniform building code as to construction, building type, occupancy, fire protection, and location on lot; verifies plans to conform to city ordinances within time guidelines set by the department; interprets regulations and codes to builder and property owners to assist them in correcting construction plans to meet established standards
- Process building applications; determine building permit fees and impact fees following established procedures for building type and size for building, plumbing, electrical, water, heating, cooling, energy, and other construction phases as required by law
- Conduct pre-project processes and may coordinate the preparation of various drafts of project documents and specifications; advise architects, engineers, contractors, and owners on code and design requirements
- Make corrections for errors on blueprints; discuss and explain ordinances and codes to concerned home owners and contractors; assume authority and responsibility for plan corrections as to conformance to city ordinances and codes
- May perform as building inspector; visit building sites or existing buildings to perform inspections including zoning, yard location, footing, foundation, frame, electrical, plumbing, energy, and heating to assure compliance to building codes and ordinances, when needed
- Assist customers with questions and issue permits. Help maintain complex filing system. Perform other duties as assigned

Minimum Qualifications:

- Graduation from High School or G.E.D.
- Three (3) years of experience related to some aspect of building construction inspection
- Valid Utah Class D Driver License
- Residential and Commercial Four Way Building Inspector Certified
- Certified by the International Code Council as a Building Plans Examiner or obtain within six (6) months

Necessary Knowledge, Skills, and Abilities:

- Knowledge of building, plumbing, electrical, mechanical, and energy conservation codes; modern construction methods, practices, materials, tools, and equipment; drafting techniques
- Skill in diplomacy and cooperative problem solving
- Ability to operate a personal computer and Microsoft products
- Ability to interpret codes accurately and effectively; ability to read and analyze construction blue prints; ability to perform routine drafting; ability to analyze permanent structures to determine conformity of established codes; ability to develop effective working relationship with the public, fellow workers, supervisors, and local professionals; ability to communicate effectively verbally and in writing; ability to perform advanced mathematical calculations; ability to perform with considerable independence in the job
- Ability to work with the public and city staff in a busy and often stressful environment with a professional and positive approach

Work Environment/Physical Demands:

- The tasks require variety of physical activities, occasionally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. Mental application utilizes memory for details, emotional stability and critical thinking. Frequent local travel required in course of performing portions of job functions.

Application Process:

Interested applicants should submit a resume with cover letter, and references to:

Millcreek Human Resources
Attn: Laurie Johnson
3330 South 1300 East
Millcreek, UT 84106

Or

ljohnson@millcreek.us

Final candidate must be able to pass background check and pre-employment drug screen.

Millcreek is an equal opportunity employer *without regard to race, color, religion, national origin, disability, genetic information, sex, or age.*