

# Plans Examiner – County of Summit

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for the opening. To apply for the position, please click the **Apply for this Job** link/button.

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## Position Details

### Job Information

**Appointing Authority** Summit County Executive Ilene Shapiro  
**Department/Division** Executive, Department of Sanitary Sewer Services  
**Full Time/Part Time** Full Time  
**Regular/Temporary** Regular

**Work Schedule** Monday – Friday, 7:30 am – 4:00 pm. Some evening and weekend work hours may be required.

**Job Description** Under administrative direction of the Chief Building Official; reviews non-residential construction documents for the renovation or construction of commercial and industrial buildings for state and/or county building code compliance; evaluates engineering/architectural conformance standards. Performs other related duties as required.

**Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below.**

### Required Qualifications

Registered Professional Engineer or Architect plus a minimum of eight (8) years of design and/or construction experience which includes proven management/supervision responsibility.

### Preferred Qualifications

**Pre-Employment Testing Requirements** Pre-employment Drug and Alcohol Testing

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

Work is performed in an office environment and employee will regularly be exposed to normal hazards associated with an office

environment.

**The physical demands described here are representative of those that an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

**Physical Demands**

- While performing the duties of this position, the employee may be required to travel to and access the various assigned work sites.
- Job is physically comfortable. Typically requires sitting, walking, standing, bending, keying, talking, hearing, seeing and repetitive motions; use hands to finger, handle, or feel.
- May occasionally be required to reach with hands and arms and climb or balance. The employee must regularly lift up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close visions, distance vision, color vision and peripheral vision.

**Licensing/Certification**

- Registered Professional Engineer or Architect
- Possession of a valid Master Plans Examiner certification as issued by the Ohio Board of Building Standards

**Additional Information**

Job Duties

**Job Duty Name**

Plans Examiner Job Functions

**The duties listed below are intended to depict tasks performed by this classification.**

**Description of Job Duty**

Reviews non-residential construction/alteration plans for commercial and industrial buildings to ensure compliance with applicable building codes; communicates directly with property owners, contractors and design professionals regarding specific code compliance and related matters; keeps current on code requirements and other technical development.

Creates and prepares both approval and adjudication orders regarding their findings on behalf of the Chief Building Official clearly indicating code compliance or non-compliance.

May be required to attend meetings and give testimony and/or represent Summit County in legal matters pertaining to current building codes; conducts informational meetings and/or seminars.

## **Requisition Details**

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**Requisition Number** C/U - 0942018-P

**Working Title** Plans Examiner

**Posting Type** External/Public Posting

**Number of Vacancies** 1

**Advertised Salary** \$67,371.20 – \$87,588.80 annually.

**Open Date** 11/15/2018

**Close Date**

**Open Until Filled** Yes