

## SENIOR PLANS EXAMINER – COTTONWOOD OFFICE

Salary: \$53,516 - \$80,475 Annually

Location: 10 S. 6<sup>th</sup> St., Cottonwood, AZ 86326

Job Type: Full Time - Non Exempt

Department: Development Services, Cottonwood Office

Closes: Tuesday, October 26 at 5:00 PM Arizona

### **Major Duties and Responsibilities:**

Supervises and/or monitors Plans Examiners to ensure that plan reviews are completed in accordance with the adopted technical building codes and other applicable regulations and ordinances.

Reviews complex commercial, industrial and residential building plans for completeness, accuracy and compliance to the adopted technical building codes.

Reviews building code violations for direction and compliance with other divisions and senior building safety staff.

Maintains records and reports as needed in accordance with the policies and procedures of the department.

Coordinates training of all Plans Examiner staff.

Serves as acting Building Official as required.

Reviews proposed code changes and policies in preparation of code adoption.

Performs annual/semi-annual appraisals of Plans Examiner Staff.

Performs other job specific duties as assigned.

### **Expectations:**

1. Possess an extensive knowledge of County, State, and Federal laws pertaining to building codes and zoning codes.
2. Possess an experienced effective ability to read and interpret all construction plans.
3. Ability to effectively manage, guide, educate and organize staff as a team.
4. Ability to develop and maintain effective working relationships with the coworkers, representatives of other organizations and the public.
5. Must possess and maintain the ICC Plans Examiner Certification and Building Inspector Certification; Obtain and maintain within one (1) year of employment the ICC Combination Plans Examiner Certification or equivalent ICC certifications.

**Experience:** Five years of increasingly responsible experience preparing and/or reviewing plans, schedules and other data to insure compliance with applicable codes, ordinances and regulations, which includes three (3) years in a supervisory capacity.

**Education:** Minimum Associates Degree in construction related field. Must possess and maintain the ICC Plans Examiner Certification and Building Inspector Certification upon hire.

**Interpersonal Skills:** Courtesy, tact and diplomacy are essential elements of the job. Work involves personal contact with others inside and/or outside the county for the purposes of giving or obtaining information, building relationships, making reports, or soliciting cooperation.

**Other Skills:** Must possess a current state of Arizona driver's license. Ability to communicate clearly and effectively, both orally and in writing. The ability to maintain a professional attitude in the face of adverse situation.

**Employment with Yavapai County Government is contingent upon successfully passing a criminal background check and verification of work history, academic credentials, licenses and certifications, as applicable. This Job Description is not a complete statement of all duties and responsibilities comprising this position.**

**DISCLAIMER:** To apply for this position, applicants must create an account and complete an application on the Yavapai County Government website at [www.yavapai.us](http://www.yavapai.us). Applications processed through this website do not constitute official applications with Yavapai County Government.

**Questions: Contact Human Resources - Phone (928) 771-3252, Website <http://www.yavapai.us>**