

POSITION ANNOUNCEMENT

PLAN REVIEW ENGINEER I

COMMUNITY DEVELOPMENT BUILDING AND CODE DIVISION

Starting Salary: \$45,608.93 per year

This is a full-time, 40 hour per week position which includes a full range of benefits including Paid Time Off, Extended Medical Leave, Holidays, Employee Health, Dental, Life, Disability, Retirement, and Tuition Assistance programs.

JOB DESCRIPTION: The purpose of this position is to perform plan review for code compliance, estimate projects costs, establish permit fees, and approve projects for permit issuance. The work is performed under the direction of the Division Director of Building and Code Enforcement.

- Reviews construction plans for residential building projects including, but not limited to, onsite wastewater treatment systems, basement finishes, decks, garages, retaining walls, pole barns, and residential remodel projects to determine compliance with ICC, FEMA, and other applicable codes and state statutes.
- Assists Division Director, Inspection Manager, and Inspectors as needed regarding plan review matters.
- Calculates construction area to estimate project cost and establish permit fees.
- Consults with architects, builders, and developers regarding residential plan review processes and offers appropriate plan changes to meet code requirements.
- Conducts preliminary residential plan review meetings with permit applicants.
- Analyzes project scope and establishes building inspections required for project.
- Provides information regarding code requirements for the general public.
- Assists the public in acquiring building permits.
- Electronically reviews plans and specifications using Bluebeam for approval of building permits.
- Ensures application compliance with division review guidelines.
- Maintains current knowledge of construction standards, applicable codes, plan review process and building permitting process using both paper and electronic plans.
- Inputs plan review information into computer system using Citizenserve software.
- Investigates code complaints as directed.
- Assists the Building Official in the field as needed and/or requested.

- Assists office personnel in the interpretation of ordinances and code requirements.
- Performs Building Damage Assessments as required by Emergency Support Function 17 (ESF-17).
- Answers building code questions by telephone, email, computer software, and in person.
- Performs general office duties such as email, data entry, scanning and answering phones.
- Participates in on-going training as needed. Attends training seminars.
- Maintains vehicles, tools, and equipment.

REQUIREMENTS:

- Education
 - Bachelor's degree in engineering, architecture, building technology or related field, or a comparable level of work experience in a related field.
- Certifications
 - A valid motor vehicle operator's license required.
 - Certification from the International Code Council (ICC) as a Residential Plans Examiner required within the first year of employment.
 - Certification in FEMA IS – 100, IS – 200, IS – 700, IS – 800, and IS-2200 required within the first six months of employment (obtained online).
- Job Experience
 - Some relevant work experience preferred.
- Knowledge, skills and abilities
 - Proficiency in plan review software with training in performing residential plan review preferred.
 - Proficient in Microsoft Office, including Word and Excel.
 - Knowledge of Microsoft Teams
 - Ability to utilize technology tools to accomplish work tasks.
- Employment is contingent on successfully passing a full criminal background check.

TO APPLY: All applications must be submitted only through our Self-Service Website at <http://hr.sccmo.org/hr>. We do not accept faxed, e-mailed or print applications.

Applications will be accepted on a continuing basis until the position is filled or a sufficient number of qualified candidates have applied.

St. Charles County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. St. Charles County is a drug and alcohol-free workplace. A pre-employment drug screen is required for all positions

AN EQUAL OPPORTUNITY EMPLOYER

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