Under the general direction of the Chief Building Official, the Plans Examiner reviews plans, specifications, calculations, and designs submitted for construction, alteration, or repair of buildings and structures for compliance with applicable City and State codes and standards.  Sets up and maintains computer-aided systems for monitoring work in progress.  The Plans Examiner reports to the Chief Building Official.  He/she performs a variety of detailed tasks and ongoing assignments as outlined below.

This role is Exempt from overtime.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**  
Major duties and responsibilities include, but are not limited to, the following:

* Reviews plans to ensure that building components (foundations, framing, mechanical, electrical, plumbing systems, energy conservation, life safety, and considerations for the physically challenged) meet the requirements of City building codes, zoning codes, and acceptable City construction practices
* Confers with architects, engineers, owners, contractors, and the general public on all current building or technical code requirements, and City/County/State law for a particular building type or construction compliance
* Receives and processes plan review requests; writes detailed reports for customers to obtain code compliance
* Performs data entry and operates permitting software system
* Serves as a relief building inspector, and plans route and field activities or tests as needed
* Observes site conditions and enforces all City building regulations, ordinances, and codes
* Issues Stop Work Order when construction, which has not been properly permitted, or sites are perilous, or violations have not been corrected and/or construction continued beyond an approved point
* Learns new construction standards, methods, and materials approved by various regulatory agencies, and communicates this information to the building community and the public
* Performs routine preventative maintenance and upkeep of assigned department vehicle
* Performs other related duties as required

**MINIMUM QUALIFICATIONS:**

* High school diploma or GED equivalency
* Five years of experience in plan review, architectural design, engineering, or construction
* ICC Residential Plan Review certification and ICC Commercial Plan Review certification
* Working knowledge of Microsoft Office applications
* Possession of a valid Georgia Class C driver's license

**PREFERRED QUALIFICATIONS:**

* Associates or bachelor’s degree in Architecture, Civil Engineering, Construction Management, or closely related field
* Three to five years of experience in inspections, construction, plans review, civil engineering, or related field
* Level II Certification from Georgia Soil and Water Conservation Commission

**PHYSICAL DEMANDS:**

While performing the duties of the job, employee typically handles office equipment, objects, or controls and frequently communicates with others.  Moderate physical exertion is present because of some stooping and kneeling required.  Employee will sit, and/or stand for long periods of time and may occasionally move up to 25 pounds.  Must be able to safely operate a motor vehicle and to perform tasks involving manual dexterity, such as use of a computer.  Work may at times require more than 8 hours per day or require irregular hours to perform the essential duties of the position.  Will require travel between facilities or to external agencies.

**WORK ENVIRONMENT:**

Employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.  Employee may work in the field and occasionally be exposed to loud noise levels, cold and/or hot temperatures, noxious odors, gases, fumes, contact with water and/or wastewater, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards.  Great mental effort is required daily; moderate mental pressure and fatigue exist during a normal workday due to constant exposure to deadlines; frequent contact with high-profile individuals.  Predominantly indoor work.  Conditions also involve some travel and attendance at meetings.  Work schedule may include occasional irregular hours.

Reasonable accommodations may be made upon request to Human Resources to enable people with disabilities to perform the essential functions of the job.

**EQUAL OPPORTUNITY EMPLOYER**  
The City of Johns Creek is an Equal Opportunity Employer. We do not discriminate on the basis of age, gender, race, color, national origin, religion, disability, or any other class or status protected by law.  
  
**IMPORTANT**: By submitting your resume online, you hereby authorize the City of Johns Creek to contact, obtain, and verify the accuracy of the information contained in this application from all previous employers, references, and educational institutions. You also hereby release from liability the City of Johns Creek and its representatives for seeking, gathering, and using such information to make employment decisions and all other persons or organizations for providing such information.  
  
**You understand that any misrepresentation or material omission made by you on this application will be sufficient cause for cancellation of this application or immediate termination of employment if you are employed, whenever it may be discovered.**  
   
The Plans Examiner's starting pay will be competitive and commensurate with the chosen candidate’s qualifications and experience.  The targeted starting pay is between $60,881 and $69,324/year.  This is an exempt position.  The City of Johns Creek also offers an attractive benefits package, including health benefits, retirement (401(a) and 457 Plans), and paid leave.

Interested professionals should submit a resume, cover letter, and contact information for professional references via this online portal.  No unsolicited letters, emails, telephone calls, or in-person submissions will be considered in fairness to other potential candidates for this position.