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| Job Title: | Plans Examiner | |
| Pay Range: | DOQ | |
| Department: | Building Inspections | 3/28/2017 |

JOB SUMMARY:

Reviews plans sketches, and other data in order to approve or deny applications for construction permits. Advises construction permit applicants, whether proposed construction conforms to the building plumbing, mechanical, and electrical code, zoning ordinances and related regulations and directives. Completes necessary forms to issue permits for construction. Provides technical information from available records and maps to field inspectors and applicants. Approves alternate methods or material for code compliance within the scope of authority delegated by the Chief Building Official. Keeps current with code changes and new ordinances by reading code updates and attending seminars. Will be driving a City vehicle for city business.

QUALIFICATIONS:

- Knowledge of City codes, ordinances, and directives, including building electrical mechanical, plumbing, and zoning requirements applied to building construction projects and simple commercial projects.
- Ability to objectively interpret and consistently apply code requirements and related standards in accordance with departmental policies.
- Ability to measure dimensions with precision, such as using engineer's and architect's scales.
- Must possess or obtain certification as a Building Inspector or Plan reviewer by a nationally recognized code agency by the end of the first year of employment.
- High School Diploma or GED and three years experience as a building construction inspector, or certification by a model code agency as an Inspector or Plan reviewer.
- Possess a valid Texas driver's license.

PHYSICAL REQUIREMENTS:

The employee frequently is required to sit and use hands and fingers. The employee is occasionally required to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust.

Applicant must successfully pass a pre-employment Drug and Alcohol screening, Background check and Functional Assessment prior to employment by City of Harlingen.

BENEFITS:

The City offers excellent benefits including paid holidays, vacation, sick leave, health and life insurance, a retirement system and optional deferred compensation programs.

HOW TO APPLY: Applications are available at City of Harlingen City Hall, 118 E. Tyler, Harlingen, Texas 78550.

THE CITY OF HARLINGEN IS AN EQUAL OPPORTUNITY/DRUG FREE EMPLOYER