

Plans Examiner



JOB SUMMARY

Brown & Associates (B&A) is an industry leader providing certified building code professionals throughout the Southwest United States. We provide certified code consulting services to ensure compliance with client adopted building codes, standards, and project specifications.

Brown & Associates is looking for a part-time Building Plans Examiner with ICC Certifications to work remotely for our Phoenix, Arizona office. Must have a proven track record, strong work-ethic and a professional attitude.

RESPONSIBILITIES + DUTIES

Under limited supervision, examines construction documents for buildings to enforce building, electrical, mechanical, model energy, fuel gas, plumbing, fire, zoning, disability and related codes within area of certification; informs design team regarding code requirements; interprets architectural/engineering drawings; and performs related duties as assigned to enforce compliance with all codes, regulations and ordinances; researches new construction materials and methods; and provides information to and works with the clients to resolve issues related to code compliance.

- Review complex plans to ascertain compliance with applicable codes, standards and regulations.
- Examine plans and specifications of new construction, additions and alterations to projects to determine compliance with the provisions of applicable construction codes, ordinances and regulations.
- Confer with architects, contractors, builders and the general public; explain and interpret building requirements and restrictions.
- Researches codes for approval or disapproval of submitted plans, especially in unusual or unique installations.
- Draft correspondence to comply with code requirements and maintain records of history of facts. Explain regulations and recommend rectifications.
- Reviews new materials and methods used in building construction; attends training courses to learn of new codes and other inspection regulations; takes an active part in the training process.

- Perform preliminary review of assigned projects to identify potential problems and recommend alternative solutions; records existing site conditions; attends pre-construction and design review meetings.
- Review, interpret plans, blueprints, site layouts, specifications, and construction methods to ensure compliance to legal requirements and safety regulations.
- Measure dimensions and verify level, alignment, and elevation of structures and fixtures to ensure compliance to building plans and codes.
- Knowledge of Building, Electrical, Plumbing, Mechanical, Fire and general construction codes. Ability to prioritize, multi-task and meet deadlines.
- Ability to work cooperatively and effectively with the employees, clients, architects, engineers, contractors, the public, regulatory agencies, outside consultants, government agencies, and the general public.
- Keep abreast of current construction standards, codes, and regulations.
- Flexible schedule necessary. Possibly weekend, holidays and after hours.
- Ability to enforce regulations with firmness, tact and impartiality.

QUALIFICATIONS + SKILLS

- Must have plan review experience. We are not able to provide training for this position at this time, other than ongoing education.
- Certification preferred. If not certified, must obtain International Code Council (ICC) Plans Examiner Certification within six months of employment.
- Certification(s) issued by the International Code Council must be kept current with continuing education requirements as applicable.
- Physically able to regularly lift and /or move up to 50 lbs.

BENEFITS

B&A offers a competitive wage and excellent benefits package for our employees: Medical, dental, vision, FSA (pre-tax plan) for medical & dependent care, 401k, vacation & sick leave, paid holidays and employer paid life insurance and AD&D coverage.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Job Types: Part-time

Pay: \$35.00 - \$40.00 per hour depending on experience, qualifications and certifications.

Submit Resume including salary expectations to jobs@brownandassociates.net